

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Subject: NVC Approval Notification

Dear [Recipient Name],

We are pleased to inform you that your petition/application has been officially approved by the National Visa Center (NVC).

Petition/Application Details:

- Case Number: [Case Number]
- Applicant Name: [Applicant Name]
- Petitioner Name: [Petitioner Name]
- Category: [Visa Category]
- Priority Date: [Priority Date]

This approval allows you to proceed with the next steps in the visa process. Please ensure that you gather the required documentation and follow the instructions provided in the attached guidance.

If you have any questions or require further assistance, do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]