

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department or Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: NVC Approval Notification

I hope this letter finds you well.

I am writing to confirm the receipt of the approval letter from the National Visa Center (NVC) regarding my (or my family member's) visa application (insert application number).

Thank you for your assistance throughout this process. I appreciate your prompt attention to my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Case Number or Application Number]