

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

[USCIS or NVC Address]
[City, State, Zip Code]

Subject: NVC Approval Correspondence

Dear [NVC Officer's Name or "To Whom It May Concern"],

I am writing to you regarding my case (Case Number: [Your Case Number]) that was recently approved by the National Visa Center (NVC).

[Briefly state the purpose of your correspondence, e.g., to confirm receipt of the approval, request further information, etc.]

I would like to provide the following information/documents as requested:

1. [List any required documents or information]
2. [List additional documents or information, if applicable]
3. [Any other relevant details or requests]

Please let me know if you need any further information or documentation to process my case. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]