

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[U.S. Citizenship and Immigration Services]
[Office Address]
[City, State, Zip Code]

Subject: NVC Approval Documentation

Dear [Recipient's Name],

I am writing to formally submit the necessary documentation regarding my NVC approval for [case type, e.g., immigrant visa, adjustment of status, etc.], case number [case number]. Enclosed are the required documents to complete the process:

1. Copy of NVC approval notice
2. Copy of the applicant's passport biographic page
3. Form DS-260 confirmation page
4. Civil documents, including birth certificate and marriage certificate
5. Financial support documents, such as the Affidavit of Support form I-864

Please find all documents organized for your review. If there are any additional requirements or if further information is needed, please do not hesitate to contact me at the email or phone number listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]