

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

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

Subject: Follow-Up on NVC Approval - Case Number: [Your Case Number]

Dear [Recipient's Name or "NVC Officer"],

I hope this letter finds you well. I am writing to follow up on the status of my case (Case Number: [Your Case Number]) that was submitted to the National Visa Center on [Submission Date].

Since my application has been approved, I would like to inquire about the next steps in the processing of my visa. I understand that processing times may vary, but any updates or information you could provide regarding my case would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Relationship to the Petitioner or Beneficiary]