

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

[Recipient Name]
[Recipient Title]
[U.S. Department of State]
[National Visa Center]
[Address]
[City, State, Zip Code]

Subject: NVC Approval Letter for [Case Number]

Dear [Recipient Name],

I am writing to confirm the approval of my petition for [type of visa] concerning [applicant's name], case number [case number]. This letter is to provide additional documentation and information as required by the National Visa Center.

[Include any specific details or instructions regarding the next steps in the process.]

Thank you for your assistance in this matter. Please do not hesitate to contact me if you need further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Applicant]