

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Consular Officer's Name]
[U.S. Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]
Subject: NVC Approval Notification

Dear [Consular Officer's Name],
I am writing to confirm the recent approval of my immigrant visa application. Please find below the details of my case:

- **Case Number:** [Your Case Number]
- **Beneficiary's Full Name:** [Beneficiary's Name]
- **Date of Birth:** [Beneficiary's Date of Birth]
- **Type of Visa:** [Visa Type]
- **Priority Date:** [Priority Date]

I appreciate the assistance provided by the National Visa Center and look forward to the next steps in the process. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Contact Information]