

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

[Consular Officer's Name]  
[U.S. Embassy or Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear [Consular Officer's Name],

Subject: NVC Approval Letter for [Relative's Name] - [Case Number]

I hope this letter finds you well. I am writing to inform you that the National Visa Center (NVC) has approved my petition for my relative, [Relative's Name], and the case number is [Case Number]. The details are as follows:

1. \*\*Petitioner Information\*\*

Name: [Your Full Name]  
Date of Birth: [Your DOB]  
Relationship to Beneficiary: [Your Relationship]

2. \*\*Beneficiary Information\*\*

Name: [Relative's Full Name]  
Date of Birth: [Relative's DOB]  
Country of Origin: [Country]

3. \*\*NVC Case Details\*\*

NVC Case Number: [Case Number]  
Date of NVC Approval: [Date]

With this approval, we are eager to proceed with the next steps in the visa application process. Please provide guidance on the following actions I need to take to facilitate the completion of the application. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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