

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

[Recipient Name]  
[Recipient Title]  
[National Visa Center (NVC)]  
[Address of NVC]  
[City, State, Zip Code]

Subject: Immigration Approval Letter for [Case Name/Number]

Dear [Recipient Name or "To Whom It May Concern"],

I am writing to formally inform you that my immigration application has been approved. Below are the details of my case:

- Applicant Name: [Full Name]
- Case Number: [Case Number]
- Petition Type: [Type of Petition, e.g., Family, Employment]
- Date of Approval: [Date of Approval]

Thank you for your assistance throughout this process. Please let me know if there are any further steps I need to complete or any additional information you require.

Sincerely,

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