

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

[USCIS Address]  
[City, State, ZIP Code]

Subject: NVC Approval Request for [Type of Visa] - Case No. [Your Case Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the approval of my National Visa Center (NVC) application regarding my [type of visa, e.g., immigrant visa, family reunion, etc.]. Below are the details pertinent to my case:

1. \*\*Applicant Information:\*\*

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Case Number: [Your Case Number]

2. \*\*Petitioner Information:\*\*

- Full Name: [Petitioner's Full Name]
- Relationship to Applicant: [Relationship]
- Case Number: [Petitioner's Case Number]

3. \*\*Supporting Documents:\*\*

- [List of documents submitted, e.g., Form I-130, Affidavit of Support, etc.]
- [Any additional documents that support your request]

I kindly request that you review my case and grant approval at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me at the above-mentioned email or phone number.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]