

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

National Visa Center  
31 Rochester Ave, Suite 200  
Portsmouth, NH 03801-2909

Subject: Request for [Specify Your Request]

Dear NVC Staff,

I am writing to request [briefly describe what you are requesting, e.g., an update on my case, a copy of a document, etc.]. My case details are as follows:

- Case Number: [Your Case Number]
- Applicant's Name: [Applicant's Full Name]
- Date of Birth: [Applicant's Date of Birth]
- Type of Visa: [Specify Visa Type]

[Add any additional relevant information that may assist in processing your request.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]