

[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 [Specific Request]

Dear Sir/Madam,

I am writing to request [specific details of your request, e.g., "the status of my visa application," "information on required documents," etc.]. My case number is [insert case number].

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

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]