

[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] - Case No: [Your Case Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request [specific details of your request] regarding my case, which is associated with the case number mentioned above.

[Provide a brief background of your situation and the reason for your request. Be concise and to the point.]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]