

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

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

Subject: Immigrant Visa Application for [Beneficiary's Name] - Case No.  
[Case Number]

Dear Sir/Madam,

I am writing to formally submit the required documents and request an update regarding the immigrant visa application for my [relationship], [Beneficiary's Name].

Case Details:

- Petitioner's Name: [Your Full Name]
- Case Number: [Case Number]
- Beneficiary's Name: [Beneficiary's Full Name]
- Beneficiary's Date of Birth: [Beneficiary's DOB]
- Beneficiary's Country of Origin: [Country]

Attached are the following documents as required:

1. [Document Name]
2. [Document Name]
3. [Document Name]

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]