

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

[USCIS Office Address]
[City, State, Zip Code]

Subject: Request for NVC Petition

Dear Sir/Madam,

I am writing to formally request the processing of my National Visa Center (NVC) petition regarding [insert the specifics of your case, e.g., family member's immigration, employment-based petition, etc.].

Petitioner Details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- USCIS Case Number: [Your Case Number]
- Relationship to Beneficiary: [Your Relationship to the Beneficiary]

Beneficiary Details:

- Full Name: [Beneficiary's Full Name]
- Date of Birth: [Beneficiary's Date of Birth]
- Immigrant Visa Category: [Visa Category]

I have attached the necessary documents to support my petition, including [list any supporting documents you are including].

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]