

**\*\*NVC Request Letter Outline\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

National Visa Center

31 Rochester Ave, Suite 100

Portsmouth, NH 03801-2915

Subject: Request for Information/Assistance - [Your Case Number]

Dear Sir/Madam,

1. **\*\*Introduction\*\***

- Briefly introduce yourself and state the purpose of the letter.

2. **\*\*Details of the Case\*\***

- Include your case number and any pertinent details about your application.

- Mention the immigrant's name and relationship to you.

3. **\*\*Reason for Request\*\***

- Clearly state what information or assistance you are seeking.
- Include any relevant deadlines or time sensitivity.

4. **\*\*Attachments\*\***

- List any documents you are attaching to support your request.

5. **\*\*Closing\*\***

- Express appreciation for their assistance.
- Provide your contact information again for any follow-up.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]