

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

[Recipient's Name]
[Recipient's Title]
[National Visa Center]
[Address of NVC]
[City, State, ZIP Code]

Subject: Request for [Specific Request - e.g., Update on Visa Application, Document Submission, etc.]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request [clearly state your request]. My case details are as follows:

- ****Applicant's Name****: [Your Full Name]
- ****Case Number****: [Your Case Number]
- ****Date of Birth****: [Your Date of Birth]
- ****Category****: [Visa Category, e.g., IR-1, F2A, etc.]

[In this paragraph, provide any additional information relevant to your request, including reasons or context. Be concise and to the point.]

I appreciate your attention to this matter and kindly request a prompt response. Should you need any further information or documentation, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]