

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

National Visa Center

31 Rochester Avenue Suite 200

Portsmouth, NH 03801-2915

Subject: Request for Information/Assistance Regarding Immigrant Visa Case

[Case Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request information regarding my immigrant visa case, which is referenced under the case number [Case Number].

[Briefly explain the reason for your request - e.g., status update, document submission, etc.]

I would appreciate any assistance you can provide regarding this matter.

My details are as follows:

- Petitioner's Name: [Petitioner's Name]
- Beneficiary's Name: [Beneficiary's Name]
- Case Number: [Case Number]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]