

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

[Date]

National Visa Center (NVC)  
[NVC Address or Specific Embassy/Consulate Address]

**RE: Notice of Transition to Consular Processing**

Case Number: [Your Case Number]  
Receipt Number: [Your USCIS Receipt Number]  
Beneficiary Name: [Full Name of Beneficiary]  
Date of Birth: [MM/DD/YYYY]

To Whom It May Concern,

I am writing to formally notify your office that I am electing to proceed with Consular Processing for my immigrant visa application.

My underlying petition, Form [Type, e.g., I-130 or I-140], was approved by U.S. Citizenship and Immigration Services (USCIS) on [Date of Approval]. While I previously indicated an intent to file for Adjustment of Status, I have decided to complete the final stage of my permanent residency process at the U.S. Embassy/Consulate in [City, Country].

Please find attached a copy of my Form I-797 Approval Notice. I request that my case file be updated and forwarded to the appropriate consular post to begin the visa fee payment and document submission process.

Thank you for your assistance in this matter. Please contact me if any further information or documentation is required.

Sincerely,

[Signature]

[Your Printed Name]