

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

U.S. Citizenship and Immigration Services

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

Subject: Request for Immigration Assistance - [Your Case Number or
Application Type]

Dear Sir/Madam,

I hope this letter finds you well. My name is [Your Full Name], and I am writing to seek assistance regarding my immigration case, [briefly describe your case, e.g., "application for permanent residency," "visa application," etc.], with the case number [Your Case Number].

I filed my application on [Date of Application] and have not received any updates since [Last Update Date]. I am concerned about the status of my application and would greatly appreciate any information or assistance you might provide.

Additionally, I have attached any relevant documents to this letter for your reference.

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]