

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Department]
[Immigration Office/Agency Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address an immigration issue concerning my [specific reason, e.g., visa status, application, etc.]. My name is [Your Full Name], and my file/reference number is [File/Reference Number]. I arrived in [Country] on [Arrival Date] with the intention of [briefly explain purpose, e.g., visiting family, attending school, etc.]. Since my arrival, I have complied with all immigration regulations and have maintained [specific conditions of your visa status, if applicable]. Unfortunately, I am facing [briefly describe the immigration issue, e.g., an expired visa, pending application, etc.], which has caused concerns regarding my legal status in the country. [Explain any specific details relevant to the issue, and any steps you have taken to resolve it]. I kindly request your assistance in addressing this matter. I am eager to resolve any issues and continue my stay in compliance with immigration laws.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Contact Information]