

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

US Citizenship and Immigration Services

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

Subject: Inquiry Regarding [Your Case Type/Number]

Dear Sir/Madam,

I am writing to inquire about the status of my [type of application or petition, e.g., "Form I-130"] submitted on [submission date]. My case number is [case number].

[Provide any additional information or context related to your inquiry. Briefly explain what information you are seeking or what issues you are experiencing.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]