

[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 Status Information

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request information regarding my immigration status as it pertains to [specific case, application, or petition number, if applicable].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Alien Registration Number (if applicable): [Your A-Number]
- Case/Application/Petition Number: [Case Number]

I would appreciate your assistance in providing me with the current status of my application/petition and any necessary steps I may need to follow.

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]