

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Department of Home Affairs]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for BNO Visa Status Update

I hope this letter finds you well. I am writing to request an update regarding the status of my BNO visa application, which I submitted on [submission date]. My reference number is [reference number].

I appreciate your assistance and attention to my request, as the timely processing of my application is crucial for my future plans.

Thank you for your support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]