

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department of Foreign Affairs]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my application submitted on [Date of Application] for [specific application or service, e.g., passport renewal, visa application, etc.].

I would like to inquire about the current status of my application, as it has been [duration since application, e.g., two weeks] since I submitted all the necessary documents. My application reference number is [Your Reference Number].

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

Sincerely,
[Your Name]