

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

[Department of Homeland Security]
[Office/Division Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Inquiry Regarding DHS Application Status

I hope this letter finds you well. I am writing to inquire about the status of my application submitted on [insert date of application] for [specify the type of application, e.g., immigration benefits, citizenship, etc.]. My application reference number is [insert reference number].

I would appreciate any updates you can provide regarding the progress of my application, as well as any additional information or documentation needed to assist in the processing.

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]