

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

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

Subject: Follow-Up on [Type of Application/Case Number]

Dear [Officer's Name/Immigration Officer],

I hope this letter finds you well. I am writing to follow up on my application for [specify type of application, e.g., visa, adjustment of status] submitted on [date of submission] under case number [case number].

Since submitting my application, I have not received any updates and would appreciate any information regarding its current status.

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]