

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Immigration Office Name]

[Office Address]

[City, State, Zip Code]

Subject: Inquiry Regarding [Case/Application Number or Type of Inquiry]

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

I hope this letter finds you well. I am writing to inquire about the status of my [specific application or case type] submitted on [submission date], with the reference number [case/application number].

[Briefly explain your concern or the specific information you are seeking.]

I would appreciate any updates you can provide regarding my case, as it is important for me to understand the next steps or any additional information required.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]