

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Immigration Officer's Name]  
[Immigration Office Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding Immigration Status

Dear [Immigration Officer's Name],

I hope this letter finds you well. I am writing to inquire about the status of my immigration application, submitted on [insert date of application]. My application reference number is [insert reference number].

I would appreciate any updates you could provide regarding my case, as it is important for me to know the current status and any further steps I need to undertake.

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

Sincerely,

[Your Name]