

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

[Recipient Name]
[Immigration Office or Institution Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Immigration Status Update

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to inquire about the current status of my immigration application. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Application Reference Number: [Your Application Number]
- Type of Visa/Status Applied For: [Type of Visa/Status]

I submitted my application on [Submission Date], and I would appreciate any updates regarding its progress.

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]