

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

[Recipient's Name]
[Recipient's Title/Position]
[Immigration Office/Department Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Immigration Verification for [Applicant's Full Name]

I am writing to verify the immigration status of [Applicant's Full Name], who is applying for [specific immigration benefit, e.g., permanent residency, visa status, etc.].

[Include a brief introduction about your relationship with the applicant and the purpose of the letter. Mention any relevant details that confirm their immigration status, such as dates of residence, type of visa, etc.]

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position, if applicable]