

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

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

Subject: Request for GBA Visa Processing

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the processing of my GBA visa application, submitted on [application submission date].

I. Introduction

- Briefly introduce yourself and state the purpose of the letter.

II. Visa Application Details

- Application ID/Reference Number
- Date of submission
- Specific visa category

III. Supporting Documents

- List of attached documents (if applicable)
- Any additional information relevant to the application

IV. Reason for Urgency (if applicable)

- Explain any pressing circumstances surrounding the visa request

V. Conclusion

- Express appreciation for their attention to your request
- Provide contact information for any follow-up

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

Sincerely,

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