

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Immigration Office/Department Name]
[Office Address]
[City, State, Zip Code]
Subject: Immigration Verification Request
Dear [Recipient Name],
I am writing to request verification of my immigration status in Ghana.
My details are as follows:
Full Name: [Your Full Name]
Date of Birth: [Your Date of Birth]
Passport Number: [Your Passport Number]
Nationality: [Your Nationality]
Date of Entry into Ghana: [Date of Entry]
Please let me know if you require any additional information to process
this request. I appreciate your assistance in this matter.
Thank you.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]