

[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]