

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

Dear Sir/Madam,

Subject: Inquiry Regarding HBO Visa Application

I hope this letter finds you well. I am writing to inquire about the status of my HBO visa application submitted on [Submission Date]. My application reference number is [Reference Number].

I would appreciate any information regarding the processing timeline and any additional documentation that may be required to facilitate my application.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]