

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of my HQ visa application submitted on [Submission Date].

I would appreciate any updates or additional information regarding my application process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]