

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

Dear [Recipient Name],

I am writing to request assistance with the processing of my LX visa application, submitted on [submission date]. I understand that you may require additional information or documents; I am prepared to provide anything necessary to expedite this process.

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

Sincerely,  
[Your Name]