

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Embassy/Consulate Name]
[Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Visa Application Status

Dear [Recipient's Name],

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

I would appreciate any updates regarding my application status or any additional documents that may be required from my end.

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

Sincerely,

[Your Name]