

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Immigration Office/Organization Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address some concerns regarding my permanent residency application submitted on [Application Date].

[Briefly describe your situation and specific concerns related to your application. Mention any relevant details such as application number, dates, or circumstances that have affected your case.]

I would appreciate any updates or additional information you could provide regarding my application status. Furthermore, if there are any additional documents or actions needed from my side, please let me know, and I will ensure they are submitted promptly.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]