

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

Dear [Recipient's Name],

Subject: Request for PZ Visa Status Update

I hope this letter finds you well. I am writing to inquire about the current status of my PZ visa application submitted on [submission date]. My application reference number is [application number].

As I have been eagerly awaiting an update, I would greatly appreciate any information regarding the progress of my application and the expected timeline for a decision.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]