

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

[Recipient's Name]
[Recipient's Title]
[Immigration Office/Consulate Name]
[Office Address]
[City, State, Zip Code]

Subject: RZR Visa Inquiry

Dear [Recipient's Name],

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

I would appreciate any updates regarding the processing time and any additional information or documents required from my side to expedite the process.

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)]