

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

Subject: Immigration Verification Request

Dear [Immigration Officer's Name/Title],

I hope this letter finds you well. I am writing to request immigration verification for [Individual's Full Name], who is currently residing at [Individual's Address].

[Individual's Full Name] is seeking [specific information or status] regarding their immigration status. The details relevant to this verification are as follows:

- Full Name: [Individual's Full Name]
- Date of Birth: [Individual's Date of Birth]
- Alien Registration Number (if applicable): [A-Number]
- Current Visa Status: [Current Visa/Status]

Please provide any available information regarding [Individual's Full Name]'s immigration status and history. This verification is crucial for [State purpose of request], and your assistance in this matter would be greatly appreciated.

Thank you for your attention to this request. Should you need any further information or documentation, please do not hesitate to contact me at the phone number or email listed above.

Sincerely,

[Your Name]  
[Your Title/Position if applicable]  
[Your Organization/Company if applicable]