

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the [specific visa type, e.g., J-1] submitted on [submission date].

I appreciate your attention to my application and would like to inquire about the current status. If there are any additional documents or information needed to facilitate the process, please let me know, and I will provide them promptly.

Thank you for your assistance, and I look forward to your response.

Sincerely,

[Your Name]
[Your Student/Employee ID (if applicable)]