

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

U.S. Department of State
[Relevant Office/Department]
[Office Address]
[City, State, Zip Code]

Subject: Clarification Regarding U.S. Visa Issues

Dear Sir/Madam,

I hope this letter finds you well. I am writing to seek clarification regarding my U.S. visa application (Case Number: [Insert Case Number]) submitted on [Insert Date of Application].

Despite providing all requested documentation, I have encountered [briefly describe the issue or confusion you are facing]. I kindly request your assistance in understanding the current status of my application and any additional steps I may need to take.

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)]