

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

U.S. Embassy/Consulate General

[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Inquiry and Follow-Up on Visa Application [Your Visa Application Number]

Dear Sir/Madam,

I hope this message finds you well. I am writing to inquire about the current status of my visa application submitted on [Date of Application] for [Type of Visa]. My application reference number is [Your Visa Application Number].

I understand that the processing time may vary, and I greatly appreciate the effort your team puts into reviewing each application. However, I would like to kindly request any updates regarding my application's progress.

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)]