

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, ZIP Code]

Dear [Consul/Officer's Name],

Subject: Inquiry Regarding Visa Application for Xuan

I hope this letter finds you well. I am writing to inquire about the visa application process for my friend, Xuan [Last Name], who is planning to visit [Country Name] for [specific purpose, e.g., tourism, work, study] from [start date] to [end date].

Xuan has submitted her visa application on [application submission date] and is eager to know the status of her application. As her [relationship to Xuan, e.g., friend, family member, sponsor], I am assisting her in this process and would appreciate any information regarding the following:

1. ****Current Status****: What is the current status of Xuan's visa application?
2. ****Processing Time****: Can you provide an estimated processing time for the visa approval?
3. ****Additional Requirements****: Are there any additional documents or information needed to expedite the process?
4. ****Contact for Follow-Up****: Who should Xuan contact for further inquiries regarding her application?

Thank you for your attention to this matter. We understand that processing times may vary and appreciate your efforts in handling visa requests. We look forward to your prompt response to assist Xuan with her travel plans.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]