

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[U.S. Embassy or Consulate Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding YB Visa Application

I hope this letter finds you well. I am writing to inquire about the status of my YB visa application, which I submitted on [Date of Application] under the reference number [Application Reference Number]. As I have not yet received any updates regarding my application, I would appreciate any information you can provide concerning its current status and any additional steps I may need to take.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]