

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

Immigration Queensland
Department of Home Affairs
[Address of the Office]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Inquiry Regarding Immigration Process

I hope this letter finds you well. I am writing to inquire about the current status of my immigration application submitted on [date of application]. My application reference number is [application reference number].

I would appreciate any updates you can provide regarding the progress of my application, as well as any additional information or documentation you may require from my side to expedite the process.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]