

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Immigration Office/Department Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Immigration Confirmation

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to confirm my recent immigration status concerning [briefly state your immigration application or status, e.g., "my application for permanent residence" or "my visa extension request"].

I would like to confirm the following details:

- \*\*Full Name:\*\* [Your Full Name]
- \*\*Date of Birth:\*\* [Your Date of Birth]
- \*\*Application/Case Number:\*\* [Your Application or Case Number]
- \*\*Date of Submission:\*\* [Submission Date]

I would appreciate any further updates or confirmation regarding my status. If there are any additional documents or information required from my end, please feel free to let me know.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]