

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

Subject: Request for Immigration Status Update

Dear Sir/Madam,

I am writing to request an update regarding my immigration status. My full name is [Your Full Name], and my case number is [Your Case Number]. I submitted my application on [Date of Application Submission], and I would greatly appreciate any information you can provide about the current status of my case.

If any additional documents or information are required from my side, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]