

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position/Title]  
[Organization/Agency Name]  
[Organization/Agency Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the validation of my immigration status. My name is [Your Full Name], and I am a [Your Nationality] citizen currently residing at [Your Current Address].

I have been in the United States since [Date of Arrival], and my immigration status is [Your Current Immigration Status, e.g., visa type, green card holder, etc.]. My identification number is [Your Identification Number, if applicable].

As part of my ongoing process to [state your purpose, e.g., apply for a job, enroll in school, obtain a driver's license], I require confirmation of my immigration status. Enclosed are copies of my relevant documents, including [List Documents Enclosed, e.g., visa, passport, I-94 form, etc.].

I kindly ask for your assistance in providing this validation. If you require further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]