

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

Consulate/Embassy Name
Address
City, State, Zip Code

Dear Sir/Madam,

I am writing to request an update on the status of my visa application submitted on [Date of Application]. My application reference number is [Reference Number].

I understand that processing times may vary, but I would greatly appreciate any information you could provide regarding the current status of my application.

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

Sincerely,
Your Name