

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

Office of Immigration
Address of Immigration Office
City, State, Zip Code

Dear [Immigration Officer's Name],

I am writing to formally request an update regarding the status of my permanent residency application submitted on [date of application]. My application reference number is [reference number].

As my current situation is dependent on the outcome of this application, I would greatly appreciate any information you could provide regarding my case's processing timeline and any necessary steps I may need to take.

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

Sincerely,

[Your Name]