

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to inquire about the processing time for my visa application submitted on [Submission Date]. My application reference number is [Reference Number]. I am planning to travel to [Destination] on [Travel Date], and I would appreciate any updates regarding the status of my application.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]