Visa Status Inquiry

Date: [Insert Date]

To,

The Visa Officer, [Embassy Name] [Embassy Address] [City, State, Zip Code]

Dear Sir/Madam,

I am writing to inquire about the status of my visa application submitted on [Insert Application Date]. My application reference number is [Insert Reference Number].

As my travel date is approaching, I would greatly appreciate any updates regarding the progress of my visa application.

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

Sincerely, [Your Full Name] [Your Contact Information] [Your Address]