

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

Dear [Embassy Official's Name],

I hope this message finds you well. I am writing to follow up on the status of my application for the cultural exchange permit submitted on [Submission Date]. My application reference number is [Reference Number].

As the start date for the cultural exchange program approaches, I would greatly appreciate any updates you could provide regarding my application status. This opportunity is important to me, and I am eager to participate.

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

Sincerely,

[Your Name]