

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

Date: [Insert Date]

Embassy of [Country]  
[Embassy Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I hope this message finds you well. I am writing to follow up on my visa application submitted on [Insert Submission Date], for which I have not yet received a decision.

Given that the processing time mentioned on your website is [Insert Expected Processing Time], I would like to kindly inquire about the status of my application, as it has now surpassed the expected timeframe.

Your attention to this matter would be greatly appreciated, as my travel plans depend on the timely processing of my visa.

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

Sincerely,  
[Your Name]  
[Your Application Reference Number]