

# Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Document Assessment

Dear [Recipient's Name],

We would like to inform you that your submitted documents have been received and are currently undergoing assessment by our consular staff.

Please allow us [insert time frame] to complete the evaluation process. We will notify you of the results and any further instructions via email or postal mail.

If you have any questions or require further assistance, please do not hesitate to contact us at [Embassy Contact Information].

Thank you for your cooperation.

Sincerely,

[Name]

[Title]

Embassy of [Country Name]