

Your Name
Your Address
City, State, Zip Code
Email Address
Date

Embassy Name
Embassy Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding the undue delays in the endorsement of my travel document, which I submitted on [submission date]. Despite my regular follow-ups and assurances from your staff, I have yet to receive any updates on the status of my application.

The delay in processing my travel document has caused significant disruption to my travel plans, including [briefly outline any specific issues caused by the delay, such as missed flights, appointments, etc.]. As a citizen relying on your services for timely processing, I find this situation deeply concerning.

I kindly urge you to look into this matter at your earliest convenience and provide an update on my application status. I appreciate your attention to this urgent issue and look forward to your prompt response.

Thank you for your time.

Sincerely,
[Your Name]