

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

Subject: Reminder for Pending Endorsement of Travel Document Request

Dear [Embassy Official's Name],

I hope this message finds you well. I am writing to remind you of my pending request for the endorsement of my travel document submitted on [Submission Date]. As my travel date approaches on [Travel Date], I kindly request an update on the status of my application.

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

Sincerely,

[Your Name]