

Long-Stay Query Letter Template

From: [Your Name]
Address: [Your Address]
Email: [Your Email]
Date: [Date]

To: [Recipient Name]
Title: [Recipient Title]
Company/Organization: [Recipient Company/Organization]
Address: [Recipient Address]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the status of my long-stay application submitted on [Application Submission Date]. I understand that processing times can vary, but I would appreciate any updates you can provide regarding my application.

For your reference, my application reference number is [Application Reference Number]. If you need any additional information or documentation from my side, please do not hesitate to let me know.

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

Sincerely,
[Your Name]