

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[U.S. Citizenship and Immigration Services (USCIS) / Relevant Agency Address]
[City, State, Zip Code]

Re: Inquiry Regarding Immigration Status / Case Progress

Case Details:

Applicant Name: [Your Full Name]
Receipt Number: [Your Case Receipt Number]
Alien Registration Number (A-Number): [Your A-Number]
Form Type: [e.g., I-485, I-130, I-765]
Date Filed: [Date Case was Submitted]

To Whom It May Concern,

I am writing to formally request an update on the status of the application mentioned above. My case has been pending for [Number of Months/Years], which appears to be outside of the normal processing times listed for the [Location] Field Office/Service Center.

I have checked the online case status tool, but the information provided has not been updated since [Date of last update]. This delay is causing significant [personal/professional/financial] hardship because [briefly state reason, e.g., inability to work, travel needs, or expiration of current documents].

Enclosed are copies of my original filing receipt and any relevant correspondence received to date. I kindly request that you review the current standing of my case and provide an estimated timeframe for completion or notification of any additional requirements needed from my side.

Thank you for your time and assistance in this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]