

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notification of Visa Application Status - [Application Reference Number]

Dear [Client Name],

We are writing to formally notify you regarding the status of your [Visa Type] application for [Country Name].

The current status of your application is: **[Status: Approved / Pending / Request for Evidence / Denied]**

Details:

- **Visa Type:** [Visa Category]
- **Date of Decision/Update:** [Date]
- **Validity Period:** [Start Date] to [End Date] (if applicable)

Next Steps:

[Insert specific instructions here, e.g., "Please submit your passport for stamping," or "Please provide the additional documents listed in the attachment."]

If you have any questions or require further clarification regarding this update, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Representative Name]

[Company/Firm Name]

[Contact Information]