

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Case Officer, if known]
[Name of Agency/Department]
[Agency Address]
[City, State, Zip Code]

RE: Request for Confirmation of Receipt of Evidence

Case Reference Number: [Insert Case/Reference Number]

Applicant Name: [Insert Full Name]

Date of RFE Response Submission: [Insert Date Sent]

To Whom It May Concern,

I am writing to formally request a status update regarding the "Request for Evidence" (RFE) documentation I submitted for the above-referenced case.

The requested evidence was sent via [Method of Delivery, e.g., Certified Mail/Online Portal] on [Date Sent] and was confirmed as delivered on [Date Delivered] according to tracking number [Tracking Number, if applicable].

As of today, my online case status has not been updated to reflect that the evidence has been received. I would appreciate it if you could confirm that the documents have been successfully added to my file and inform me of the current status of my application.

Thank you for your time and assistance in this matter. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]