[Your address]  
USA  
[Date (day.month.year)]

Urząd do Spraw Kombatantów i Osób Represjonowanych  
ul. Wspólna 2/4  
00-926 Warszawa  
Poland / Polska

[ID number if known]

Dear Sir:

I am a social worker who assists Holocaust survivors in applying for a pension from UDSKiOR for their war experiences. One of my clients applied/sent in an appeal many months ago, but has not yet received an answer. I am wondering if you could please let me know the status of his case. If a decision has been sent out, would it be possible for you to either email me a copy or send it again to his proxy at the Auschwitz Jewish Center?

His name and information is below:

[Name and address of client]

Thank you very much for all your kind assistance in this matter.

Sincerely,

[Your name]