

**Dear respected visa officer,**

In order to follow up on our request, I, Morteza Homapour, with CICC college membership ID R514558, am writing on behalf of {Name of Applicant}, application number \_\_\_\_\_. Her/His application was refused by the IRCC, and on {Date of Request}, I requested her/his case note, the refusal reasons, through the Access to Information and Privacy (ATIP) Online Request. However, the ATIP officer has not yet given us a copy of her case note.

The timing of receiving her case note, refusal specific reasons letter, is important to us due to concerns like.....

Therefore, this is a considerate follow-up to request her case note, as it is necessary for the next steps.

I appreciate your time and consideration.