

Request for Appointment for Document Legalization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Consulate General,

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Subject: Appointment Request for Document Legalization

Dear Sir/Madam,

I hope this message finds you well. I am writing to request an appointment for the legalization of important documents required for [briefly describe the purpose, e.g., "my employment application abroad"].

Details of the documents I wish to have legalized are as follows:

- [Document 1]
- [Document 2]
- [Document 3]

I would appreciate it if you could provide me with available dates and times for the appointment at your earliest convenience. Please let me know if I need to bring any additional information or forms along with the documents.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]