

# Embassy Appointment Request for Passport Renewal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Embassy or Consulate Name]

[Embassy or Consulate Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request an appointment for the renewal of my passport. My current passport has expired, and I am in need of a new passport for upcoming travel.

Here are my details:

- **Full Name:** [Your Full Name]
- **Date of Birth:** [Your Date of Birth]
- **Passport Number:** [Your Passport Number]
- **Nationality:** [Your Nationality]

Please let me know the available dates for the appointment. I am flexible with my schedule and can adjust to your earliest convenience.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]