

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Embassy Name  
Embassy Address  
City, State, Zip Code

Dear [Embassy Official's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the availability of interview appointments at the [Embassy Name] for visa application purposes. I am planning to travel to [Destination Country] and would like to understand the current scheduling process.

Could you please provide information on the availability of appointments in the upcoming weeks? Additionally, any guidance regarding the required documents and procedures would be greatly appreciated.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]