

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Embassy/Consulate General Name

Embassy Address

City, State, Zip Code

Dear Sir/Madam,

I am writing to request an appointment for a visa interview at your esteemed embassy. I am in the process of applying for a [type of visa] visa and would like to schedule an interview at your earliest convenience.

My details are as follows:

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

I am available for an interview on the following dates: [List your available dates]. I would appreciate it if you could accommodate me on one of these dates.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]