

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: Consulate General of [Country]

[Embassy Address]

[City, State, Zip Code]

Subject: Request for Visa Interview Scheduling

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the scheduling of my visa interview for the [specific visa type] at your esteemed embassy. I have completed the necessary application forms and am prepared to provide all required documentation.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Visa Application Reference Number: [Your Reference Number]

I kindly ask you to provide suitable dates for my interview. I am available on [insert your availability], but I can be flexible if other dates are preferred.

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

Sincerely,

[Your Name]