

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

U.S. Embassy [or Consulate]
[Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Inquiry Regarding [Specific Inquiry Topic]

I hope this letter finds you well. I am writing to inquire about [briefly state your inquiry or concern, e.g., visa application process, consular services, etc.].

[Provide additional details regarding your inquiry. Be clear and concise, explaining any relevant background information or context.]

I would greatly appreciate any guidance or information you can provide regarding this matter. Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]