

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

U.S. Embassy [or Consulate]  
[Embassy/Consulate Address]  
[City, Country]

Subject: Request for Consular Services

Dear [Consul/Consulate Officer's Name],

I hope this letter finds you well. I am writing to request [specific service or assistance needed, e.g., visa application, passport renewal, etc.].

[Provide any necessary details regarding your request, including your full name, date of birth, nationality, and any relevant identification numbers or case numbers if applicable.]

I would appreciate any guidance you could provide regarding the application process and any required documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a physical letter)]