

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

U.S. Embassy/Consulate General

[Embassy/Consulate Address]

[City, Country]

Subject: Request for Visa Interview

Dear Sir/Madam,

I am writing to formally request a visa interview at your esteemed embassy. I am seeking a [type of visa] for [brief explanation of the purpose of travel, e.g., tourism, business, study].

My details are as follows:

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

I have completed the DS-160 application form and paid the visa fee. I am available for an interview on [provide a range of dates].

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

Sincerely,

[Your Name]