

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

Dear [Consulate/Embassy Official's Name or "Sir/Madam"],  
I am writing to request an appointment for [specific service, e.g., visa interview, passport renewal, etc.]. I am planning to [briefly explain your purpose, e.g., travel to the U.S. for work, study, etc.] and would appreciate your assistance in scheduling an appointment at your earliest convenience.

Here are my details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Preferred Dates for Appointment: [List a few dates]

Please let me know if you need any additional information or documentation. Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]