

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Embassy Official's Name]
[Title]
[U.S. Embassy Name]
[Embassy Address]
[City, State, Zip Code]
Dear [Embassy Official's Name],
[Introduction: State the purpose of your letter briefly.]
[Body: Provide detailed information supporting your purpose. Be clear and concise.]
[Conclusion: Summarize your request or the action you hope to see taken.]
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]