

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

[Recipient's Name]
[Department of Foreign Affairs (DFA)]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appointment Request

I hope this message finds you well. I am writing to formally request an appointment at the Department of Foreign Affairs for [specific purpose: e.g., passport renewal, visa application, etc.].

I would appreciate it if you could provide me with available dates and times for my visit. My availability is as follows: [insert your available dates and times].

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

Sincerely,
[Your Name]