

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

[Recipient Name]  
[Department of Foreign Affairs]  
[Office Address]  
[City, State, Zip Code]

Subject: Appointment Confirmation for DFA Services

Dear [Recipient Name],

I am writing to confirm my appointment scheduled for [Date] at [Time] for [specific service, e.g., passport application, notarization, etc.] at the Department of Foreign Affairs.

Appointment Details:

- Name: [Your Name]
- Date: [Date]
- Time: [Time]
- Appointment Number: [Appointment Number]

Please let me know if any additional documents or identification are required for this appointment. I appreciate your assistance and look forward to my visit.

Thank you.

Sincerely,

[Your Name]