

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

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

Dear [Recipient's Name],

Subject: Appointment for DFA Services

I hope this letter finds you well. I am writing to formally request an appointment for [specific service needed, e.g., passport renewal, visa application].

Appointment Details:

- Date Preferred: [insert date]
- Time Preferred: [insert time]
- Service Required: [insert specific service]

Attached are the necessary documents required for the appointment:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Please confirm my appointment at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]