

[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 for [Purpose of Appointment]

I hope this letter finds you well. I am writing to formally schedule an appointment with the Department of Foreign Affairs regarding [specific reason for the appointment, e.g., passport application, visa inquiry, etc.].

Preferred Appointment Date: [Insert date]

Preferred Time: [Insert time]

Please let me know if this date and time are convenient for you, or if there are alternative slots available. I appreciate your assistance and look forward to your confirmation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]