

****DFA Appointment Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Department of Foreign Affairs]

[Office/Division Name]

[Address]

[City, State, Zip Code]

Subject: Appointment Confirmation for [Purpose of Appointment]

Dear [Recipient's Name],

I am writing to confirm my appointment scheduled for [Date] at [Time] for [specific purpose, e.g., passport application, visa interview]. The appointment will take place at [Location/Office name].

Please find the required documents attached/listed below:

1. [Document 1]

2. [Document 2]

3. [Document 3]

If you need any further information or clarification, please feel free to contact me via [preferred contact method].

Thank you for your attention, and I look forward to your confirmation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

****Attachments:****

[List of attached documents]