

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

[Department of Foreign Affairs]
[Office/Unit Name]
[Address]

[City, State, Zip Code]

Subject: Appointment Letter for DFA Appointment

Dear [Recipient's Name],

We are pleased to inform you that your appointment for [specific service] at the Department of Foreign Affairs has been successfully scheduled.

Below are the details of your appointment:

****Appointment Details:****

- ****Date:**** [Appointment Date]
- ****Time:**** [Appointment Time]
- ****Location:**** [Appointment Location]
- ****Reference Number:**** [Reference Number]

Please bring the required documents and arrive at least [mention duration] before your appointment time to avoid any delays.

Should you need to reschedule your appointment or if you have any questions, please contact us at [contact number or email].

Thank you, and we look forward to assisting you.

Sincerely,

[Your Name]

[Your Position]

[Department of Foreign Affairs]