

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

Department of Foreign Affairs

[Office Address]  
[City, State, ZIP Code]

Subject: Appointment Notification

Dear [Recipient's Name],

We are pleased to inform you that your appointment for  
[service/transaction] has been scheduled. Please find the details of your  
appointment below:

**\*\*Appointment Details:\*\***

Date: [Date of Appointment]

Time: [Time of Appointment]

Location: [Location/Office Address]

Reference Number: [Reference Number]

Please arrive at least [15/30] minutes before your scheduled time to  
allow for check-in and verification. Also, ensure that you bring the  
necessary documents required for the service.

If you have any questions or need to reschedule your appointment, please  
contact us at [Contact Number] or [Email Address].

Thank you for your attention, and we look forward to assisting you.

Sincerely,

[Your Name]

[Your Position]

Department of Foreign Affairs

[Contact Information]