

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Department of Foreign Affairs]  
[Office Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for DFA Appointment Arrangement

I hope this message finds you well. I am writing to request an appointment at the Department of Foreign Affairs for [briefly state the purpose, e.g., passport application, authentication, etc.].

I would greatly appreciate it if you could provide me with available dates and times for this appointment. My preferred date is [insert preferred date] if possible.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]