

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

[Recipient's Name]  
[Department of Foreign Affairs]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Appointment

I hope this letter finds you well. I am writing to request an appointment at the Department of Foreign Affairs for [specific purpose, e.g., passport application, consular services, etc.].

I am available on the following dates and times:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

Please let me know if any of these options work for you, or if there are alternative times that you can offer.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]