

[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],

I am writing to request an appointment for my application at the Department of Foreign Affairs. I am in need of [specific service, e.g., obtaining a passport, applying for a visa, etc.] and would like to schedule a suitable time to submit my application and any required documents.

Please let me know your available dates and times. I am flexible and can adjust to accommodate the schedule of your office.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]