

[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 hope this message finds you well. I am writing to request an appointment for [specific service, e.g., passport application, consular services] at the Department of Foreign Affairs. I would appreciate the opportunity to discuss [briefly state reason, e.g., my upcoming travel plans, document verification].

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 your schedule or if there are alternative dates available.

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

Sincerely,

[Your Name]