

[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 Booking Request

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request an appointment for [specific service, e.g., passport application, renewal, etc.] at your office.

**\*\*Personal Information:\*\***

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Passport Number: [Your Passport Number] (if applicable)  
Contact Number: [Your Contact Number]

**\*\*Preferred Dates and Times:\*\***

1. [Preferred Date 1] - [Preferred Time]
2. [Preferred Date 2] - [Preferred Time]
3. [Preferred Date 3] - [Preferred Time]

I understand that appointments are subject to availability and I am flexible with the dates and times if necessary.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]