

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

Department of Foreign Affairs

[Office Address]  
[City, State, Zip Code]

Subject: Request for Appointment

Dear Sir/Madam,

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.]. My preferred date and time for the appointment are [insert date and time], but I am flexible and can adjust to your available schedule.

Please find my details below for reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Birthdate]
- Purpose of Appointment: [Briefly explain the reason for your appointment]

I would appreciate your assistance in confirming this appointment at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]