

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

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

Dear [Recipient's Name],

Subject: Appointment Request for DFA Services

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

I would like to schedule an appointment on [preferred date] at [preferred time], if available. I have attached the necessary documents required for the appointment, including [list any documents, if applicable].

Please let me know if my preferred schedule can be accommodated or if there are alternate available times. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]