

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

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Contact Number: [Your Contact Number]
- Email Address: [Your Email Address]
- Preferred Date and Time for Appointment: [Your Preferred Date and Time]

I understand the importance of scheduling an appointment in advance and am willing to accommodate your available slots.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]