

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

Department of Foreign Affairs

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

Dear [Recipient's Name or "Sir/Madam"],

I am writing to request an appointment for [specify purpose: passport renewal, authentication of documents, etc.] at the Department of Foreign Affairs.

Please let me know the available dates and times for the appointment. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]