

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Department of Foreign Affairs]  
[Address of the DFA Office]  
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Request for Appointment for DFA Services

I am writing to formally request an appointment for my [specific service required, e.g., passport application, renewal, etc.] at your office.

I would like to provide the following details for your consideration:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Application Type: [Type of application]
- Preferred Appointment Date and Time: [Your preferred date and time]
- Contact Information: [Your contact details]

I appreciate your assistance in this matter and look forward to your response confirming my appointment.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]