

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

[Department of Foreign Affairs]
[Office Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Request for Appointment

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

Details of the Appointment:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Type of Service Required: [Specify the service, e.g., passport renewal, visa application, etc.]
- Preferred Date and Time for Appointment: [Your preferred date and time]

Please let me know if the requested time is available or if there are alternate options. I am looking forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]