

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Immigration Office/Consulate Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Immigration Interview

Dear [Immigration Officer's Name or "To Whom It May Concern"],  
I am writing to formally request an immigration interview as part of my application process. My name is [Your Full Name], and I have submitted my application for [type of visa or immigration status] on [date of application submission]. My case number is [case number].

I am prepared to provide any additional documentation or information needed for my interview and look forward to the opportunity to discuss my application with you.

Thank you for your attention to this matter. I appreciate your time and assistance.

Sincerely,

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