

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

[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Embassy/Consulate Official's Name],

Subject: Confirmation of Ghana Visa Appointment

I am writing to confirm my appointment for a Ghana visa application.

Appointment Details:

- Name: [Your Full Name]
- Appointment Date: [Date of Appointment]
- Time: [Time of Appointment]
- Application Type: [Type of Visa]

Please let me know if any additional information or documents are required prior to my appointment.

Thank you for your assistance.

Sincerely,

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