

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

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

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

Subject: Request for Appointment

I am writing to request an appointment at the [Embassy/Consulate] of  
[Country] to [state your purpose, e.g., apply for a visa, seek  
information, etc.].

I would appreciate if you could provide me with available dates and times  
for the appointment.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]