

[Your Name]
[Your Position]
[Your Organization/Department]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Embassy Name]
[Embassy Address Line 1]
[Embassy Address Line 2]
[City, State, Zip Code]
Dear [Recipient's Name/Title],
[Opening line expressing the purpose of the inquiry]
[Body of the letter detailing your inquiry, providing any necessary
context or background information]
[Closing line summarizing your request and expressing gratitude for their
assistance]
Sincerely,
[Your Name]
[Your Position]
[Your Organization/Department]