

[Your Company Letterhead]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Appointment Confirmation for [Employee's Name]

We are writing to confirm that [Employee's Name], holding the position of [Job Title] with [Company Name], has been appointed to attend an embassy appointment on [Date and Time of Appointment].

[Employee's Name] is a valued member of our team, and this appointment is essential for [briefly explain purpose, e.g., visa processing, business travel, etc.].

Please feel free to contact us at [Company Phone Number] or [Company Email Address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]