

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Dear [Consular Officer's Name],

Subject: Request for Visa Interview

I am writing to request a visa interview appointment for a [type of visa] visa. My name is [Your Full Name], and I am a [Your Nationality]. I plan to visit the United States for [purpose of visit, e.g., tourism, business, study, etc.], starting from [planned date of entry] and returning on [planned date of exit].

I have completed the necessary visa application and have attached the required documents, including:

1. Completed Form DS-160
2. Valid passport
3. Visa application fee receipt
4. [Any other supporting documents]

I kindly request your assistance in scheduling my interview at your earliest convenience. I appreciate your attention to this matter and look forward to your favorable response.

Thank you for your consideration.

Sincerely,

[Your Full Name]

[Your Signature (if sending a hard copy)]

[Your Date of Birth]

[Your Passport Number]