

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

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

Dear [Consul General/Officers' Names],

I am writing to formally request an interview for a U.S. visa. I am planning to travel to the United States for [briefly state your purpose, e.g., tourism, business, study] from [start date] to [end date].

I have completed the DS-160 application and paid the visa application fee. My itinerary includes [briefly mention your planned activities or locations].

Attached are my supporting documents, including [list documents such as passport, appointment confirmation, financial statements, invitation letters, etc.].

Please let me know the available dates for the interview. I appreciate your consideration of my request and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]