

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

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

Subject: Notification of Visa Interview Appointment

Dear [Recipient's Name or Consular Officer],

I am writing to formally notify you of my upcoming visa interview appointment.

Applicant Name: [Your Full Name]

Application Type: [Type of Visa, e.g., B1/B2, F1, etc.]

Interview Date: [Date of Interview]

Interview Time: [Time of Interview]

Interview Location: [Consulate/Embassy Location]

Please find attached the necessary documents for your review. I appreciate your attention to this matter and look forward to the interview.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]