

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate General/Embassy's Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear Visa Officer,

Subject: Request for Visa Interview Appointment

I hope this letter finds you well. My name is [Your Name], and I am applying for a [Type of Visa, e.g., B1/B2 tourist visa] to visit the United States. I am writing to formally request an appointment for a visa interview.

I plan to visit the United States from [Start Date] to [End Date] for [briefly explain purpose, e.g., tourism, business, visiting family]. I have attached all the necessary documents to support my application, including [list any key documents, e.g., completed visa application form, passport copy, financial statements].

I appreciate your attention to my request and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]