

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

U.S. Embassy/Consulate

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Request for Visa Interview Appointment

Dear Sir/Madam,

I am writing to request an appointment for my visa interview at the U.S. Embassy/Consulate.

****Applicant Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Visa Type: [Type of Visa You Are Applying For]

I have completed the necessary application forms and paid the visa fee. I would like to schedule my interview at your earliest convenience.

Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]