

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, ZIP Code]

Dear Visa Officer,

Subject: Request for Visa Interview Appointment

I am writing to request an appointment for a visa interview at your esteemed office. I am planning to travel to the United States for [state the purpose: tourism, business, study, etc.] from [start date] to [end date].

My details are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Date of Birth: [Your Date of Birth]

I have completed the DS-160 form and paid the visa application fee. I have also gathered the necessary documents including [list key documents like passport, photos, financial statements, invitation letters, etc.]. I would appreciate it if you could let me know the available dates for the visa interview. Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]