

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

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

Subject: Follow-Up on US Visa Appointment Request

Dear [Consular Officer's Name],

I hope this message finds you well. I am writing to follow up on my recent request for a visa appointment at the [specific U.S. Consulate/Embassy name] for a [type of visa, e.g., B2 Tourist Visa]. I submitted my application on [date of application submission] and received a confirmation email with the application reference number [reference number]. As of today, I have not yet received an update regarding the scheduling of my appointment. I understand that processing times can vary and appreciate the work that goes into handling these requests.

The purpose of my travel is [briefly explain the reason for your visit, e.g., tourism, family visit, business meetings], and I plan to travel on [intended travel dates]. Timely updates regarding my appointment are crucial for my travel arrangements, and I would greatly appreciate any information you could provide regarding the status of my application. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]