

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

Dear [Recipient Name],

Subject: Verification of Visa Appointment

I hope this letter finds you well. I am writing to verify my upcoming appointment for a US visa interview scheduled on [Date] at [Time]. My appointment confirmation number is [Confirmation Number].

I have submitted all required documents and have prepared for the interview as per the guidelines provided on your official website.

If there are any further steps or documents needed prior to the appointment, please do not hesitate to inform me.

Thank you for your attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Passport Number] (if applicable)