

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

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

Dear [Consular Officer's Name],

Subject: Visa Appointment Documentation

I hope this letter finds you well. I am writing to provide the necessary documentation for my upcoming visa appointment scheduled for [Date of Appointment] at [Location].

Enclosed with this letter, you will find the following documents:

1. Completed visa application form (DS-160)
2. Visa appointment confirmation letter
3. Passport-sized photographs
4. Valid passport (and any previous passports, if applicable)
5. Financial statements or proof of funds
6. Employment verification letter / School enrollment letter, if applicable
7. Additional supporting documents as required

I appreciate your assistance in processing my visa application. Please do not hesitate to contact me should you require any further information or additional documentation.

Thank you for your time and attention.

Sincerely,  
[Your Name]