

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate General/Embassy Name]
[Address of the Consulate/Embassy]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for US Visa Appointment

I am writing to respectfully request an appointment for a US visa interview. My name is [Your Full Name] and I am a citizen of [Your Country]. I plan to travel to the United States for [mention the purpose of your visit, e.g., business, tourism, education, etc.] from [start date] to [end date].

I have completed the online visa application and paid the relevant fees. My application receipt number is [insert receipt number]. I have attached all the necessary documents, including my passport, photographs, and any supporting documentation required for my visa category.

I kindly ask for your assistance in scheduling an appointment at your earliest convenience. Please let me know if any additional information or documents are required.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

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