

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

Dear Sir/Madam,

Subject: Request for Scheduling U.S. Visa Appointment

I hope this message finds you well. My name is [Your Name], and I am writing to request an appointment for a U.S. visa application. I would like to apply for a [type of visa, e.g., Tourist Visa, Student Visa, etc.], and I am eager to complete the necessary procedures.

I have filled out the DS-160 form and paid the visa application fee. I would appreciate it if you could provide me with available dates for scheduling my appointment.

Please find my details below for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Preferred Appointment Dates: [Optional: range of dates or specific dates]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]