

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

U.S. Department of State  
[Consulate or Embassy Name]  
[Consulate or Embassy Address]  
[City, Country]

Subject: Visa Appointment Confirmation

Dear [Consulate Officer's Name/To Whom It May Concern],  
I am writing to confirm my scheduled visa appointment at the  
[Consulate/Embassy Name].

**\*\*Details of the Appointment:\*\***

- **\*\*Applicant Name:\*\*** [Your Full Name]
- **\*\*Passport Number:\*\*** [Your Passport Number]
- **\*\*Visa Type:\*\*** [Type of Visa]
- **\*\*Appointment Date and Time:\*\*** [Date and Time]
- **\*\*Location:\*\*** [Consulate/Embassy Address]

I appreciate your assistance in this matter and look forward to my  
appointment. Please let me know if you require any additional  
information.

Thank you,

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]