

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

U.S. Embassy/Consulate

[Embassy/Consulate Address]

[City, Country]

Subject: Visa Appointment Confirmation

Dear Visa Officer,

I am writing to confirm my visa appointment scheduled for [Date] at [Time]. My appointment details are as follows:

\*\*Applicant Name:\*\* [Full Name]

\*\*Passport Number:\*\* [Passport Number]

\*\*Visa Type:\*\* [Visa Type]

\*\*Appointment Confirmation Number:\*\* [Confirmation Number]

I will arrive at the embassy/consulate at least 15 minutes prior to my appointment and will bring all necessary documents, including my appointment confirmation letter, completed DS-160 form, visa fee payment receipt, and any other required supporting documents.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]