

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

[Recipient Name]  
[Recipient Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appointment Scheduling for VFS Services

I hope this letter finds you well. I am writing to request an appointment for VFS services related to my [visa/application type] application.

I would like to schedule the appointment at your earliest convenience and am available on the following dates: [List of available dates]. Please let me know if these dates work for you or if there are alternative options available.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]