

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Visa Application Appointment Confirmation

Dear [Consulate/Embassy Official's Name],

I am writing to confirm my appointment for a visa application at VFS Global. Below are the details of my appointment:

- **Applicant Name:** [Your Full Name]
- **Passport Number:** [Your Passport Number]
- **Appointment Date:** [Date of Appointment]
- **Appointment Time:** [Time of Appointment]
- **VFS Center Location:** [Address of the VFS Center]

I will bring all required documents for my visa application to the appointment. Please let me know if there is any additional information I should prepare in advance.

Thank you for your assistance.

Sincerely,

[Your Name]