

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Immigration Office Name]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Immigration Interview

Dear [Immigration Officer's Name/To Whom It May Concern],
I hope this letter finds you well. I am writing to confirm my upcoming immigration interview scheduled for [date and time] at [location]. My application reference number is [application/reference number].
I am fully prepared to provide all necessary documentation and answer any questions regarding my application for [type of visa/residency]. Please let me know if there is anything specific you would like me to bring or prepare in advance.

Thank you for your attention to my application. I look forward to discussing my case and providing any additional information that may assist in the decision-making process.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]