

Formal Inquiry Letter to Embassy - Template

Your Name
Your Address
City, State, ZIP Code
Country
Email Address
Phone Number
Date

To:

[Embassy Name]
[Embassy Address]
[City, State, ZIP Code]
[Country]

Dear Sir/Madam,

I am writing to respectfully request information regarding [state your purpose clearly, e.g., visa application requirements for tourism/business/study, status of pending application, consular services, etc.]. I would appreciate it if you could kindly provide details about [specify what you wish to inquire about, such as specific documents required, processing times, appointment booking procedures, etc.].

To assist you in addressing my inquiry, I would like to provide the following information:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number, if relevant]
- Purpose of Visit / Type of Service Requested: [Briefly specify]

I would be grateful for your guidance on the correct procedures and any additional advice you might offer. Please let me know if any further details are required from my side.

Thank you very much for your attention and support. I look forward to your prompt and helpful response.

Yours faithfully,
[Your Name]