

[Your Organization Name/Logo]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

**APPLICATION INFORMATION:**

Applicant Name: [Applicant Full Name]  
Application Number: [Case/Reference Number]  
Application Type: [Type of Application, e.g., Visa/Work Permit]

**SUBJECT: BIOMETRICS APPOINTMENT NOTIFICATION**

Dear [Applicant Name],

This letter serves as official notification that you are required to attend an appointment for the collection of your biometric information (fingerprints and photograph).

**APPOINTMENT DETAILS:**

**Date:** [Appointment Date]  
**Time:** [Appointment Time]  
**Location:** [Full Address of Appointment Center]

**REQUIRED DOCUMENTS:**

You must bring the following documents to your appointment:

- A printed copy of this notification letter.
- A valid government-issued photo ID (e.g., Passport, Driver's License).
- [Any other specific required document].

**IMPORTANT INSTRUCTIONS:**

- Please arrive 15 minutes before your scheduled time.
- Failure to attend this appointment may result in the rejection or delay of your application.
- If you need to reschedule, please contact [Contact Department/Phone Number] at least 48 hours in advance.

Sincerely,

[Officer Name/Department]  
[Organization Name]