

Embassy of [Country]

[Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing this letter to formally explain the circumstances regarding the cancellation of my visa application, reference number [Visa Reference Number].

Due to [briefly explain the reason, e.g., unforeseen personal circumstances, health issues, change in travel plans], I had to withdraw my application. I understand the importance of compliance with visa regulations and did not take this decision lightly.

I appreciate the attention and consideration given to my application and hope to apply again in the future under more favorable circumstances.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]