

# Visa Cancellation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally notify the [Embassy Name] regarding the cancellation of my visa application, reference number [Insert Reference Number], originally submitted on [Insert Submission Date].

Due to [brief reason for cancellation], I have decided to withdraw my application. I kindly request that you process this cancellation at your earliest convenience.

Thank you for your attention to this matter. Please confirm the cancellation of my visa application at your earliest convenience.

Sincerely,

[Your Name]