

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally express my intent to cancel my visa application submitted on [date of application]. My application reference number is [application reference number].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]