

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

Subject: Notice of Visa Cancellation

Dear [Embassy Official's Name],

I am writing to formally notify the Embassy of [Country] regarding the cancellation of my visa, [Visa Number], which was issued on [Issue Date]. Due to [reason for cancellation, e.g., change in travel plans, personal circumstances], I will no longer be able to utilize the visa.

Please consider this letter as a formal request to cancel my visa. I would appreciate any confirmation of the cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]