

Visa Cancellation Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To,

The Visa Officer,

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, ZIP Code]

Subject: Request for Visa Cancellation

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally request the cancellation of my visa application, which I submitted on [Date of Application], under the application number [Application Number].

Due to [reason for cancellation, e.g., personal reasons, change in travel plans, etc.], I am unable to proceed with my travel plans at this time.

I kindly ask you to initiate the cancellation process at your earliest convenience and to confirm the cancellation status to my email address mentioned above.

Thank you for your attention to this matter. I appreciate your assistance.

Sincerely,

[Your Name]