

Visa Cancellation Request

Date: [Insert Date]

To,
The Visa Officer,
[Embassy Name]
[Embassy Address]
[City, State, Zip Code]

Subject: Request for Visa Cancellation - [Your Name]

Dear Sir/Madam,

I, [Your Name], holder of [Visa Application Number/Passport Number], am writing to formally request the cancellation of my visa application/visa granted on [Insert Date].

Due to [reason for cancellation, e.g., personal circumstances, change in travel plans], I have decided not to proceed with my travel plans at this time.

I kindly ask you to process my request at your earliest convenience and confirm the cancellation via email or postal service.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]