

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Embassy of [Country Name]  
[Embassy Address]  
City, State, Zip Code

Dear Sir/Madam,

I am writing to formally request the withdrawal of my visa application submitted on [Date of Application]. My application reference number is [Reference Number].

Due to [brief reason for withdrawal, if desired], I have decided to withdraw my application at this time.

I would appreciate your confirmation of the withdrawal of my visa application. Thank you for your understanding and assistance in this matter.

Sincerely,  
[Your Name]