

Cancellation Notice for Embassy Interview

Date: [Insert Date]

To: [Embassy Name]

Address: [Embassy Address]

Dear [Consular Officer's Name],

I am writing to formally notify you of the cancellation of my scheduled embassy interview on [Insert Date and Time] for [Insert Purpose of Visa or Appointment].

Due to [brief explanation of reason for cancellation], I regret to inform you that I will not be able to attend the interview as planned.

I apologize for any inconvenience this may cause and would appreciate any guidance on rescheduling my appointment at a later date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]