

Cancellation of Scheduled Embassy Interview

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally cancel my scheduled embassy interview on [Insert Date and Time] for [Insert Purpose of Interview, e.g., visa application]. Due to [brief reason for cancellation, e.g., unforeseen circumstances], I am unable to attend.

I sincerely apologize for any inconvenience this may cause and would appreciate your guidance on rescheduling my interview for a later date.

Thank you for your understanding.

Yours sincerely,

[Your Name]