

Cancellation of Embassy Appointment

Date: [Insert Date]

To: [Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally notify you that I need to cancel my previously scheduled appointment at your embassy.

Appointment Details:

- Name: [Your Full Name]
- Date of Appointment: [Original Appointment Date]
- Time of Appointment: [Original Appointment Time]
- Type of Appointment: [Type of Appointment]

Unfortunately, due to unforeseen circumstances, I am unable to attend. I apologize for any inconvenience this may cause and kindly request confirmation of the cancellation.

Thank you for your understanding.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]