

Embassy Interview Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request the cancellation of my scheduled embassy interview originally set for [Insert Date and Time]. Due to [brief reason for cancellation], I am unable to attend.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Should the need arise, I would like to request the option to reschedule my interview at a later date.

Thank you for your attention to this request. I look forward to your confirmation of the cancellation.

Sincerely,

[Your Name]