

## **Subject: Request for Rescheduling Embassy Interview**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Consulate General of [Country]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally request a rescheduling of my embassy interview originally scheduled for [original date and time] due to [brief explanation of the reason, e.g., a scheduling conflict, personal emergency].

I sincerely apologize for any inconvenience this may cause and am eager to have the opportunity to attend the interview at a later date. I would appreciate your assistance in this matter and am flexible with the timing of the rescheduled interview.

Thank you for your understanding and consideration. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Passport Number]