

# Visa Interview Cancellation

Date: [Insert Date]

To,  
The Visa Officer,  
[Embassy Name],  
[Embassy Address],  
[City, State, Zip Code].

Subject: Cancellation of Visa Interview Appointment

Dear Sir/Madam,

I am writing to inform you that I must cancel my scheduled visa interview appointment originally set for [Insert Date and Time]. Due to [insert reason - e.g., unforeseen circumstances, personal matters, etc.], I regrettably cannot attend.

I apologize for any inconvenience this may cause and kindly request your understanding in this matter. I would appreciate it if you could confirm the cancellation of my appointment.

Thank you for your attention to this issue. I hope to arrange a new appointment at a later date.

Yours sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]