

Notice of Cancellation for Embassy Interview

Date: [Insert Date]

To: [Embassy/Consulate Name]

Address: [Embassy/Consulate Address]

Dear Consular Officer,

I am writing to formally notify you that I need to cancel my scheduled embassy interview originally set for [Insert Date and Time] regarding my [type of visa] application.

Due to [brief reason if appropriate], I will be unable to attend. I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

If possible, I would like to request a rescheduling of my interview for a later date. Please let me know the next available dates.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]