

Embassy of [Country]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To Whom It May Concern,

Subject: Notice of Change for Visa Appointment

I am writing to inform you that my visa appointment originally scheduled for [Original Appointment Date] has been changed. My new appointment is now set for [New Appointment Date] at [New Appointment Time].

Please let me know if there are any further steps I need to take or any documents I need to bring to ensure my appointment proceeds smoothly.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

[Your Passport Number]