

Embassy Visa Appointment Alteration Request

Date: [Insert Date]

To,
The Consular Officer,
[Embassy Name]
[Embassy Address]

Subject: Request for Alteration of Visa Appointment

Dear Sir/Madam,

I am writing to request an alteration to my scheduled visa appointment. My name is [Your Name], and my appointment is currently set for [Original Appointment Date] at [Original Appointment Time]. My application reference number is [Application Number].

Due to [brief explanation of the reason, e.g., a scheduling conflict, unforeseen circumstances], I am unable to attend the appointment as planned. I kindly request to reschedule my appointment to a later date, preferably [Proposed New Date] if available.

I apologize for any inconvenience this may cause and greatly appreciate your understanding. Please let me know if any further information is needed.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]