

Request to Adjust Visa Interview Date

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

The Consular Officer

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request an adjustment to the date of my upcoming visa interview currently scheduled for [Original Date] at [Time]. Due to [brief explanation of reason], I am unable to attend the appointment as planned.

I kindly ask if it would be possible to reschedule my interview to a later date. I am available on [provide two or three alternative dates], but I am more than willing to accommodate any date that works for the embassy.

Thank you very much for considering my request. I appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]