

Visa Appointment Rescheduling Request

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

Consulate General of [Country]
[Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally request a rescheduling of my visa appointment originally set for [original date] at [appointment time]. Due to [reason for rescheduling], I am unable to attend the appointment as scheduled.

I kindly ask if it would be possible to reschedule my appointment to a later date. I am available on [list of available dates and times].

I apologize for any inconvenience this may cause and appreciate your understanding and assistance with this matter.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]