

Cancellation of Passport Renewal Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Passport Office Address]

[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to formally cancel my appointment for passport renewal scheduled on [Insert Appointment Date] at [Insert Time]. Due to [brief reason for cancellation, if desired], I am unable to attend.

Please consider this letter as my official notice of cancellation. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Name]