

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, ZIP Code]

Dear [Consulate/Embassy Official's Name or "Visa Appointment Officer"],  
Subject: Request to Reschedule Visa Appointment

I hope this message finds you well. I am writing to formally request the rescheduling of my visa appointment originally scheduled on [original appointment date] for [Type of Visa, e.g., B1/B2, F1, etc.].

Due to [brief explanation of the reason for rescheduling, e.g., unforeseen circumstances, medical issue, scheduling conflict], I am unable to attend the appointment on the scheduled date. I kindly ask if it would be possible to reschedule my appointment to a later date.

I am available for a new appointment on [provide two or three alternative dates and times that work for you].

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

Sincerely,

[Your Name]  
[Your Passport Number]  
[Your Visa Case Number, if applicable]