

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

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

Subject: Appointment Cancellation for US Visa

Dear [Consulate/Embassy Official's Name],

I am writing to formally cancel my scheduled US visa appointment. Below are the details for your reference:

- Name: [Your Full Name]
- Appointment Date: [Original Appointment Date]
- Appointment Confirmation Number: [Confirmation Number]

Unfortunately, due to [brief reason, e.g., personal circumstances], I am unable to attend.

Thank you for your understanding.

Sincerely,
[Your Name]