

Dear [Interviewer's Name],

Thank you for considering my application for the [Position Title] at [Company Name]. I appreciate the opportunity to interview for this role.

After careful consideration, I regret to inform you that I must decline the invitation to interview at this time. [Optional: Brief reason for the decision, e.g., "I have accepted another offer" or "Due to personal commitments"].

I truly appreciate the time and effort you put into reviewing my application. I hope to have the opportunity to apply again in the future and wish you and the team at [Company Name] all the best in your search for the right candidate.

Thank you once again for your understanding.

Sincerely,  
[Your Name]  
[Your Email]  
[Your Phone Number]