

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I need to cancel our scheduled telephone interview on [Date] at [Time]. Due to [brief reason, e.g., a scheduling conflict or personal matters], I will not be able to participate.

I apologize for any inconvenience this may cause and greatly appreciate the opportunity you have extended to me. If possible, I would like to reschedule the interview for a later date. Please let me know if there are alternative times that work for you.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]