

Cancellation of Interview Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally cancel my interview appointment for the part-time [Job Title] position scheduled on [Date] at [Time].

Due to [brief reason for cancellation], I will be unable to attend the interview as planned.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for the opportunity, and I hope to connect in the future.

Sincerely,

[Your Name]