

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inform you that, regrettably, I must cancel my scheduled interview for the [Job Title] position on [Date] at [Time].

Unfortunately, due to [brief explanation for cancellation, e.g., unforeseen circumstances, personal matters], I am unable to attend. I apologize for any inconvenience this may cause and truly appreciate your understanding.

If possible, I would greatly appreciate the opportunity to reschedule our meeting at a later date. I am very much interested in the position and your team.

Thank you for your understanding.

Sincerely,

[Your Name]