

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I am unable to attend the interview scheduled for [original date and time] due to an unforeseen illness.

I sincerely apologize for any inconvenience this may cause and would greatly appreciate the opportunity to reschedule our meeting. I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule as best as I can.

Thank you for your understanding, and I look forward to the opportunity to speak with you soon.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]