

Interview Cancellation Letter

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 hope this message finds you well. I am writing to inform you that I must cancel my interview appointment scheduled for [insert date and time] for the [insert position title].

This decision was not made lightly, and I sincerely apologize for any inconvenience this may cause. [Optional: Brief reason for cancellation, if appropriate].

Thank you for the opportunity, and I hope to possibly discuss future opportunities with [Company Name] at a later date.

Best regards,

[Your Name]