

Interview Cancellation Letter

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel my interview scheduled for [Date] at [Time] for the [Position Title] due to unforeseen academic commitments that require my immediate attention.

I sincerely apologize for any inconvenience this may cause and greatly appreciate your understanding in this matter. If possible, I would be grateful for the opportunity to reschedule the interview for a later date.

Thank you for your understanding, and I look forward to the possibility of speaking with you in the future.

Best regards,
[Your Name]
[Your Contact Information]