

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that I must cancel my upcoming interview for the [Job Title] position scheduled on [Date] at [Time]. After careful consideration and re-evaluation of my current job opportunities, I have decided to pursue a different path at this time.

I sincerely apologize for any inconvenience this may cause and appreciate the understanding from your team. I hold [Company Name] in high regard and hope to keep the door open for potential opportunities in the future.

Thank you for your time and consideration. I wish you all the best in your search for the right candidate.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]