

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel our scheduled interview on [Date and Time] due to a family emergency that requires my immediate attention.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding during this difficult time. If possible, I would be grateful if we could reschedule our interview for a later date. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]