

# Subject: Apology for Interview Cancellation

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to sincerely apologize for having to cancel my interview for the [Job Title] position scheduled on [Date] at [Time]. Unfortunately, [brief explanation of the reason, e.g., unforeseen circumstances, personal matters].

I truly appreciate the opportunity and your understanding in this matter. If possible, I would be grateful if we could reschedule the interview at a later date. I remain very interested in the position and would love the chance to discuss how I could contribute to [Company Name].

Thank you for your understanding. I look forward to your response.

Best regards,

[Your Full Name]

[Your Phone Number]

[Your Email Address]