

University Admission Interview Cancellation

Date: [Insert Date]

Dear [Admissions Committee/Specific Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel my scheduled admission interview for [Program/Department Name] on [Original Interview Date].

Due to [brief reason for cancellation, e.g., a personal obligation, scheduling conflict, etc.], I will be unable to attend. I sincerely apologize for any inconvenience this may cause and hope to reschedule at a later date if possible.

Thank you for your understanding. I greatly appreciate your time and the opportunity to be considered for admission to [University Name].

Best regards,

[Your Full Name]

[Your Contact Information]

[Your Application ID (if applicable)]