

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Interviewer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

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 and time] for the [position name]. Due to [brief reason, if you wish to include], I am unable to attend.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. I hold [Company's Name] in high regard and would welcome the opportunity to connect in the future, should circumstances permit.

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

Warm regards,

[Your Name]