

Professional notice of interview cancellation by candidate

Subject: Cancellation of Interview Scheduled on [Date]

Dear [Interviewer Name],

I am writing to inform you that I will not be able to attend the interview scheduled on [Date] for the position of [Job Title] at [Company Name]. Unfortunately, due to [reason], I must cancel my attendance.

I apologize for any inconvenience this may cause and sincerely appreciate the opportunity. I hope we may connect in the future under different circumstances.

Thank you for your understanding.

Sincerely,

[Your Name]

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