

Informal notice of interview cancellation by candidate

Subject: Interview Cancellation

Hi [Interviewer Name],

I wanted to let you know that I won't be able to attend the interview scheduled on [Date] for the [Job Title] position. Something urgent has come up, and I sincerely apologize for any inconvenience.

Thanks for your time and consideration. I hope we can stay in touch.

Best,

[Your Name]

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