

Apology Letter Sample for Cancelled Interview Meeting

[Your Name]
[Your Position]
[Your Company/Organization]
[Email Address]
[Date]

[Interviewee's Name]
[Interviewee's Address or Email]

Dear [Interviewee's Name],

I hope this message finds you well. I am writing to sincerely apologize for the cancellation of our scheduled interview on [original interview date and time]. Unfortunately, due to [brief explanation of reason, e.g., an unforeseen scheduling conflict/personal emergency/urgent business matter], I am unable to proceed with the meeting as planned.

I understand the time and effort you have already invested in preparing for this interview, and I deeply regret any inconvenience this may have caused you. Please accept my heartfelt apologies for this last-minute change in plans.

I would greatly appreciate the opportunity to reschedule our interview at a time that is convenient for you. Kindly let me know your availability, and I will do my best to accommodate your schedule.

Thank you for your understanding and patience in this matter. I look forward to connecting with you soon.

Best regards,
[Your Name]
[Your Position]
[Your Company/Organization]