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# Formal Interview Letter for Not Attending

**John Doe**

**1234 North Street**

**Boston, MA 02118**

**johndoe@email.com**

**555-123-4567**

**October 31, 2024**

**Ms. Jane Smith**

**Hiring Manager**

**Innovative Tech Solutions**

**5678 South Avenue**

**Boston, MA 02119**

**jane.smith@innovativetech.com**

Dear Ms. Smith,

I hope this message finds you well. I am writing to express my gratitude for the invitation to interview for the Software Developer position at Innovative Tech Solutions on November 5, 2024. I am very impressed by the commitment of your team and the vision of your company.

Regrettably, I must inform you that I am unable to attend the interview due to a prior professional commitment that cannot be postponed. This decision was not made lightly, and it is with sincere regret that I will not be able to participate in the interview process.

I hold Innovative Tech Solutions in high regard and remain very interested in the opportunity to work with your team. If possible, I would appreciate the consideration for

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rescheduling the interview or exploring alternative ways we might engage, such as a virtual meeting at a mutually convenient time.

Please accept my apologies for any inconvenience this may cause. I am hopeful that we can find another time to connect and further discuss how I can contribute to Innovative Tech Solutions.

Thank you again for your understanding and consideration.

**Sincerely,**

**John Doe**