

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to discuss the interview we have scheduled on [original date and time] for the [position title]. Unfortunately, I have encountered a scheduling conflict with another interview that I cannot postpone.

I sincerely apologize for any inconvenience this may cause and would greatly appreciate the opportunity to reschedule our meeting. If possible, I am available on [provide two or three alternative dates and times]. However, I am open to any time that is convenient for you.

Thank you very much for your understanding. I look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Contact Information]