

Interview Rescheduling Request

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, due to unforeseen circumstances, I am unable to attend the interview originally scheduled for [original date and time].

I sincerely apologize for any inconvenience this may cause and would greatly appreciate the opportunity to reschedule our meeting. I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate a time that is convenient for you.

Thank you for your understanding. I look forward to the possibility of discussing my application with you.

Best regards,
[Your Name]
[Your Contact Information]