

Subject: Request to Reschedule Interview

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that, due to an unexpected family emergency, I am unable to attend the interview scheduled on [original date and time].

I sincerely apologize for any inconvenience this may cause and am hopeful that we can reschedule our meeting. I am available on [provide two or three alternative dates and times], but I am more than willing to adjust to a time that works best for you.

Thank you for your understanding and consideration. I look forward to the opportunity to speak with you.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile or Website, if applicable]