

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 unforeseen travel obligations, 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 [Proposed New Dates and Times] and hope one of these options works for you.

Thank you for your understanding and flexibility. I look forward to our conversation and am eager to discuss how I can contribute to [Company Name].

Warm regards,

[Your Name]
[Your Phone Number]
[Your Email Address]