

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to kindly request a rescheduling of my interview for the Transportation Coordinator position originally set for [original date and time].

Due to [brief reason for rescheduling, e.g., a scheduling conflict], I am unable to attend at the originally planned time. I sincerely apologize for any inconvenience this may cause and appreciate your understanding.

Would it be possible to reschedule the interview for a later date? I am available on [provide two or three alternative dates and times], but I am willing to accommodate your schedule as best as I can.

Thank you very much for considering my request. I look forward to the opportunity to speak with you and discuss my qualifications for the Transportation Coordinator role.

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]