

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that due to unforeseen circumstances, I will need to reschedule our upcoming interview originally set for [original date and time] at [original location].

Could we possibly move the interview to [new date and time] at [new location]? I apologize for any inconvenience this may cause and truly appreciate your understanding.

Thank you for your consideration. I look forward to your reply.

Best regards,

[Your Name]

[Your Contact Information]