

Subject: Change of Interview Location

Dear [Applicant's Name],

We hope this message finds you well. We are writing to inform you of a change in the location for your upcoming interview scheduled on [Date] at [Original Time].

The interview will now be held at:

[New Location Name] [New Address] [City, State, Zip Code]

We apologize for any inconvenience this may cause and appreciate your understanding. Please confirm your receipt of this notification.

Thank you, and we look forward to meeting you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]