

Subject: Request to Reschedule Telephone Interview

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to request a rescheduling of my telephone interview originally scheduled for [original date and time]. Unfortunately, due to [brief reason for rescheduling], I am unable to attend at that time.

Would it be possible to reschedule the interview for a later date? I am available on [provide two or three alternative dates and times]. Please let me know if any of these options work for you or if you have another time in mind.

Thank you for your understanding. I apologize for any inconvenience this may cause and appreciate your flexibility.

Looking forward to your reply.

Best regards,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]