

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to discuss our scheduled interview for the part-time position at [Company Name] on [Original Date and Time]. Unfortunately, due to [brief reason for rescheduling, e.g., a scheduling conflict], I will be unable to attend at that time.

I sincerely apologize for any inconvenience this may cause and would like to request the possibility of rescheduling the interview. I am available on [provide two or three alternative dates and times] and hope one of these options works for you.

Thank you for your understanding, and I look forward to the opportunity to speak with you soon.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]