

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss our upcoming interview originally scheduled for [original date and time]. Due to [brief reason for rescheduling], I would need to reschedule our conversation.

Could we possibly move our interview to [proposed new date and time]? If that does not work for you, I am more than willing to accommodate another time that fits your schedule.

Thank you for your understanding, and I apologize for any inconvenience this may cause. I look forward to our discussion.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website/Portfolio]