

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Interviewer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to request a rescheduling of my interview originally scheduled for [original date and time] for the [position title] position.

Due to personal reasons, I am unable to attend at that time. I apologize for any inconvenience this may cause and greatly appreciate your understanding. I am still very enthusiastic about the opportunity to join [Company's Name] and would love the chance to speak with you.

Could we possibly reschedule for a later date? I am available on [provide two or three alternative dates and times], but I am also willing to accommodate your schedule as best as I can.

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

Sincerely,

[Your Name]