

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to respectfully request a rescheduling of my interview originally set for [original date] for the [position title] at [Company Name].

Due to [brief explanation of the reason, e.g., a prior commitment, need for additional preparation], I believe that moving the interview date would allow me to present my best self and demonstrate my qualifications more effectively.

If possible, I would greatly appreciate the chance to reschedule for [suggest two or three alternative dates/times]. However, I am more than willing to accommodate your schedule as best as I can.

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

Sincerely,  
[Your Name]  
[Your Contact Information]