

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Interviewer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you of an unexpected emergency situation that has arisen and, unfortunately, I will not be able to attend the interview scheduled on [original date and time].

I sincerely apologize for any inconvenience this may cause, and I greatly appreciate your understanding in this matter. If possible, I would like to request to postpone our interview to a later date. I am available on [provide two or three alternative dates and times].

Thank you for your consideration. I look forward to the opportunity to speak with you and discuss my application further.

Warm regards,
[Your Name]