

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally request a reschedule of the executive job offer discussion originally set for [original date and time]. Due to [brief explanation of the reason, e.g., an unforeseen commitment], I am unable to attend at that time.

I remain very enthusiastic about the opportunity to join [Company Name] and would greatly appreciate the chance to discuss the position at a later date. I'm available for a conversation on [provide two or three alternative dates and times].

Thank you for your understanding and flexibility. I look forward to your reply.

Sincerely,

[Your Name]