

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], I will be unable to attend the interview originally scheduled for [original date and time].

I am very enthusiastic about the opportunity to join [Company Name] and would greatly appreciate the possibility of rescheduling our meeting. I am available on [provide two or three alternative dates and times], but I am willing to accommodate your schedule as best as I can.

Thank you for your understanding, and I look forward to your response.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]