

Dear [Author's Name],

I hope this message finds you well. I am writing to discuss our upcoming interview that was originally scheduled for [original date and time]. Due to [reason for rescheduling], I would like to propose rescheduling our conversation.

Could we possibly move the interview to [new proposed date and time]? If this doesn't work for you, I am more than willing to accommodate your schedule, so please let me know what dates may be convenient for you.

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

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]