

Dear [Hiring Manager's Name],

Thank you for considering my application for the [Job Title] position at [Company Name]. I appreciate your understanding and flexibility regarding the interview scheduling.

I would be grateful if we could reschedule my interview to a more convenient time. I am available on [provide two or three options for new dates and times]. Please let me know if any of these options work for you.

Thank you for your consideration. I look forward to discussing my application with you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]