

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I am unable to attend the scheduled interview for the [Job Title] position on [Original Date and Time]. Due to [brief reason for rescheduling, e.g., a personal obligation], I kindly request to reschedule our interview.

I am very interested in the opportunity to join [Company Name] and am eager to discuss my qualifications. Could we possibly move the interview to [Proposed New Date and Time] or [Alternative Date and Time]? I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your consideration. I look forward to your reply.

Sincerely,
[Your Name]