

Dear [Audition Coordinator's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my audition for [Acting School Name], originally slated for [Original Date and Time].

Due to [brief explanation of the reason, e.g., a scheduling conflict, unforeseen circumstances], I am unable to attend at the originally scheduled time.

I truly value the opportunity to audition for your esteemed program and would greatly appreciate any alternative dates and times you could offer. I am available on [provide two or three options of dates and times].

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

Sincerely,
[Your Name]
[Your Contact Information]
[Your Application Number, if applicable]