

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my interview schedule initially set for [original date and time] for the [position title] position.

Due to [brief explanation of your reason, e.g., a prior commitment or unforeseen circumstances], I am unable to attend at the originally scheduled time. I sincerely apologize for any inconvenience this may cause.

Could we possibly reschedule the interview for [provide two or three alternative dates and times]? I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]