

[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 request a change in the date of my scheduled interview for the [Position Title] at [Company's Name] originally set for [Original Date]. Due to personal reasons, I am unable to attend on that date.

If possible, I would greatly appreciate the opportunity to reschedule the interview to a later date. I am available on [Provide two or three alternative dates], but I am willing to accommodate your schedule as well.

Thank you for your understanding, and I apologize for any inconvenience this may cause. I look forward to the opportunity to speak with you soon.

Sincerely,

[Your Name]