

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that, due to a family emergency, I am unable to attend our scheduled interview on [original date and time].

I sincerely apologize for any inconvenience this may cause and kindly request to reschedule our meeting at a later date. I am very eager to discuss the opportunity with [Company Name] and appreciate your understanding in this matter.

Could we possibly look at rescheduling for [provide two or three alternative dates and times]? I am flexible and willing to accommodate your availability.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]