

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to request a rescheduling of my interview for the [Job Title] position originally scheduled for [Original Date and Time]. Unfortunately, due to [brief reason for rescheduling], I am unable to attend at that time.

I truly value this opportunity and would greatly appreciate the chance to discuss my suitability for the role. I am available on [provide two or three alternative dates and times] and hope one of these options may work for you.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]