

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about a scheduling conflict that has arisen regarding my upcoming interview for the [Job Title] position at [Company Name] originally set for [Original Date and Time].

Due to unforeseen travel issues, I kindly request if it would be possible to reschedule the interview for a later date or time. I am very enthusiastic about the opportunity to interview and discuss how I can contribute to your team.

I am available on [provide two or three alternative dates/times], but I am more than willing to accommodate your schedule as best as I can.

Thank you very much for your understanding, and I apologize for any inconvenience this may cause. I look forward to your response.

Sincerely,

[Your Name]