

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Interviewer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to request an alternative date and time for my upcoming interview scheduled for [original date and time]. Unfortunately, due to [brief reason, e.g., a prior commitment], I am unable to attend at that time.

Would it be possible to reschedule the interview to a later date? I am available on [provide two or three alternative dates and times], but I am willing to accommodate your schedule as best as I can.

Thank you very much for your understanding. I am looking forward to the opportunity and hope to discuss my application with you soon.

Warm regards,
[Your Name]