

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to request a change in the date of my upcoming interview for the [Job Title] position, originally scheduled for [Original Date and Time]. Unfortunately, I have encountered a scheduling conflict that I cannot resolve.

If possible, I would greatly appreciate rescheduling the interview to a later date. I am available on [Provide 2-3 alternative dates and times], but I am more than willing to work around your schedule.

Thank you for your understanding, and I apologize for any inconvenience this may cause. I am very much looking forward to the opportunity to speak with you and learn more about the [Job Title] position.

Best regards,
Your Name
[LinkedIn Profile or Other Relevant Link if applicable]