

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that due to unforeseen circumstances, I am unable to attend our scheduled interview on [original date and time]. I sincerely apologize for any inconvenience this may cause.

Could we possibly reschedule our meeting to a later date? I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule as best as I can.

Thank you for your understanding. I look forward to our conversation and appreciate your flexibility.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]