

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I wanted to take a moment to express my enthusiasm for the position of [Job Title] at [Company's Name] that I recently applied for.

I am writing to inform you that while I am very much looking forward to the opportunity to join your team, I am currently facing an unexpected delay in my relocation plans. Unfortunately, this may affect my immediate availability to commence work at [Company's Name].

I am actively working to resolve these issues and am hopeful to have everything sorted out within the next [time frame, e.g., two weeks]. In the meantime, I remain deeply interested in the role and believe my skills and experience would greatly contribute to your team.

Thank you for your understanding, and I appreciate your consideration of my application. I look forward to the possibility of discussing this opportunity further.

Sincerely,

[Your Name]