

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to express my gratitude for the opportunity to interview for the [Job Title] position at [Company Name]. Unfortunately, I am unable to attend the originally scheduled interview on [Original Date].

If possible, I would like to propose an alternative date for our meeting. I am available on [Proposed Date 1] and [Proposed Date 2]. I hope one of these options will work for you.

Thank you for your understanding. I am very eager to discuss how my skills align with the goals of [Company Name] and look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]