

Interview Rescheduling Request

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.

I am very interested in the opportunity to join [Company Name] and would appreciate the possibility of rescheduling our meeting. I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule if these options do not work.

Thank you for your understanding. I look forward to your response.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]