

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you that there has been a change in the schedule for your upcoming interview for the [Job Title] position at [Company Name].

Your interview will now take place on [New Date] at [New Time]. We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Please confirm your availability for the new date and time. If there are any conflicts, do not hesitate to reach out to us so that we can accommodate you accordingly.

Thank you for your understanding. We look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]