

Interview Delay Notification

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for delay], I am unable to attend the scheduled job interview for the [Job Title] position originally set for [original date and time].

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. If possible, I would love to reschedule the interview at a later date. I am available on [provide two or three alternative dates and times].

Thank you for your understanding, and I look forward to the opportunity to connect soon.

Best regards,

[Your Name]

[Your Contact Information]