

Interview Rescheduling Inquiry

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to respectfully request a rescheduling of my interview originally set for [original date and time] due to [brief explanation of reason].

I am very enthusiastic about the opportunity to join [Company Name] and would appreciate the chance to interview at a later date. I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule.

Thank you for your understanding, and I look forward to your reply.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]