

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a modification to my interview schedule originally set for [original date and time] for the [position title] at [Company Name]. Due to [brief explanation of reason], I am unable to attend at the scheduled time.

I sincerely apologize for any inconvenience this may cause and would greatly appreciate the opportunity to reschedule our meeting. I am available on the following dates and times: [list alternative dates and times].

Thank you for your understanding. I look forward to our conversation and the opportunity to learn more about [Company Name].

Warm regards,

[Your Name]