

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Interviewer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to kindly request a change to the date of my interview originally scheduled for [original date] for the [position title] position. Due to [brief explanation of the reason for rescheduling], I am unable to attend on that date.

I sincerely apologize for any inconvenience this may cause and would greatly appreciate the opportunity to reschedule for any of the following alternative dates: [provide at least two alternative dates].

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

Best regards,
[Your Name]