

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an adjustment to the date of my upcoming interview for the [Job Title] position scheduled for [Original Date] at [Time].

Due to [brief reason for the request, e.g., a scheduling conflict or personal obligation], I am unable to attend at the originally scheduled time. I am very eager to discuss my qualifications with you and would greatly appreciate the opportunity to reschedule the interview.

If possible, I am available on [provide two or three alternative dates and times]. However, I am more than willing to accommodate your schedule as best as I can.

Thank you for considering my request. I look forward to your understanding and hope to connect soon.

Sincerely,

[Your Name]