

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Interviewer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to respectfully request a rescheduling of my job interview originally scheduled for [original date and time] for the [position name] at [Company's Name].

Unfortunately, due to [brief explanation of the reason], I am unable to attend at the initially scheduled time. I truly appreciate the opportunity to interview for this position and am very enthusiastic about the possibility of joining your team.

If possible, I would be grateful if we could reschedule the interview to a later date. I am available on [provide two or three alternatives], but I would be happy to accommodate your schedule as best as I can.

Thank you for your understanding, and I apologize for any inconvenience this may cause. I look forward to your response.

Sincerely,

[Your Name]