

Subject: Request to Reschedule Employment Interview

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to request a rescheduling of my employment interview originally set for [original date and time] for the [position title] at [Company Name].

Unfortunately, due to [brief explanation of reason, e.g., a scheduling conflict], I am unable to attend at that time. I sincerely apologize for any inconvenience this may cause.

If possible, I would greatly appreciate the opportunity to reschedule the interview. I am available on [provide two or three alternative dates and times] and hope one of these options might work for you.

Thank you very much for your understanding. I look forward to the opportunity to speak with you and discuss my application further.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]