

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to express my gratitude for the opportunity to interview for the [Job Title] position at [Company Name]. However, I regret to inform you that I have a scheduling conflict on the proposed date of [Original Interview Date].

Unfortunately, I have a prior commitment that I am unable to reschedule. I am very enthusiastic about the opportunity and would greatly appreciate it if we could arrange an alternative date for the interview. I am available on [Provide Two or Three Alternate Dates and Times].

Thank you for your understanding. I apologize for any inconvenience this may cause and look forward to the possibility of discussing my application further.

Sincerely,
[Your Full Name]
[Your Contact Information]