

Subject: Regret for Postponing Interview

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to express my sincere regret for having to postpone our scheduled interview for the [Job Title] position on [Original Date].

Unfortunately, due to [brief reason for postponement], I will not be able to attend as planned. I genuinely appreciate the opportunity and am very interested in the position.

If possible, I would greatly appreciate the chance to reschedule our meeting for a later date. I am available on [provide two or three alternative dates/times].

Thank you for your understanding, and I apologize for any inconvenience this may cause. I look forward to the opportunity to speak with you soon.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]