

# Letter to Reschedule Tax Office Interview

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

[Tax Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Tax Office Contact Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling, e.g., a scheduling conflict or personal reasons], I am unable to attend the interview originally scheduled for [original date and time].

I would greatly appreciate the opportunity to reschedule the interview. I am available on [provide two or three alternative dates and times], but I am open to other suggestions that may work for your office.

Thank you for your understanding and flexibility. I look forward to your response.

Sincerely,

[Your Name]