Request to Reschedule Admission Interview

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Admissions Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Admissions Officer's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my admission interview originally scheduled for [original date and time]. Unfortunately, due to [brief explanation of the reason, e.g., a scheduling conflict, personal matter], I am unable to attend at that time.

I am very enthusiastic about the opportunity to join [University Name] and would greatly appreciate any alternative dates and times that could be available for the interview. I am flexible and willing to accommodate the schedule as needed.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Application ID]