

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to request a rescheduling of my grant interview originally set for [original date and time]. Due to [brief reason], I am unable to attend at that time.

Could we possibly reschedule the interview for a later date? I am available on [provide two or three options], but I am willing to work around your schedule.

I apologize for any inconvenience this may cause and appreciate your understanding.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]