

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Interviewer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that, due to [brief reason for rescheduling], I am unable to attend the interview originally scheduled for [original date and time].

I sincerely apologize for any inconvenience this may cause and would greatly appreciate the opportunity to reschedule our meeting. I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule as best as I can.

Thank you for your understanding. I look forward to the possibility of discussing my application with you at a later date.

Warm regards,

[Your Name]