

Formal Request to Reschedule Interview

Subject: Request to Reschedule Interview

Dear [Interviewer's Name],

I am writing to request a rescheduling of my interview for the [Position Name] originally scheduled on [Date] at [Time]. Due to [brief reason, e.g., an unavoidable commitment], I am unable to attend at the scheduled time.

I sincerely apologize for any inconvenience caused and would be grateful if we could arrange the interview at a later date. I am available on [Propose 2–3 alternative dates/times] and will adjust as per your convenience.

Thank you for your understanding and consideration.

Best regards,

[Your Name]

[Contact Information]

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