

Requesting Temporary Change of Interview Date

Subject: Provisional Rescheduling Request for Interview

Dear [Interviewer's Name],

I am writing to request a provisional rescheduling of my interview for the [Position Name] originally set for [Date]. Due to [reason], I am currently unable to confirm my attendance.

I would appreciate it if we could tentatively move the interview to [Propose alternative dates/times], and I will confirm as soon as possible.

Thank you for your understanding.

Kind regards,

[Your Name]

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