**Interview reschedule template**

Dear [name of hiring manager],

Thank you for allowing me to meet with you and learn more about becoming a [position] at [company]. Due to [reason for rescheduling], however, I will no longer be able to make it to the interview we had scheduled at [date and time].

Would it be possible to reschedule our meeting? I’m available [new date]. I would also be happy to talk about other dates that might be more convenient for you. I’d like to reiterate my sincere interest in this position, and I apologize for any inconvenience this may have caused. I look forward to hearing from you soon.

[Closing]

[Signature]