**RESCHEDULE BUISNESS MEETING**

Dear Sir/ Madam,

I am writing this to inform you that I got an interview notice for the position of Creative Director at your company yesterday via email. My interview has been decided at 2 pm on Tuesday, September 4, 20XX. Unfortunately, I am not possible to attend at that time as I have made an appointment with my doctor.

I extremely apologize for asking the rescheduling of my job interview. I appreciate so much if you can reschedule my interview to any other time as I am available after 4th of September.

I am very eager to attend the interview and work with your company. I hope you will consider my request and reschedule the interview to another date. I am looking forward for a positive response.

Yours Sincerely,