Hello (Name),

I’m really looking forward to meeting you and discussing my candidature for the (Job position) that you’d recently advertised. We were due to meet on at (Place) . Unfortunately, there is something urgent that needs my attention on that day. Therefore, I’m requesting you to reschedule my interview for another day and time.

I’m sorry to throw a wrench in your schedule, but I would not have requested for a reschedule if this could be avoided. I’m really looking forward to meeting you and talking about the role. Thank you for understanding.

Yours sincerely,
(Name)