Hi Mrs. Sanders,

I've been looking forward to meeting with you to discuss the project coordinator position with you on Monday, December 7 at 10:00 a.m.

Unfortunately, I will be in Dallas, Texas due to an unexpected family emergency. Would it be possible to reschedule the interview the following week? I will be back in Charleston on Monday, December 14 and available anytime during the week.

I'm sorry for any inconvenience and hope the interview can be rescheduled soon.

Thanks for understanding, Mrs. Sanders.

All the best,

Lily Jackson