Hi Mr. Smith,

Thank you for the opportunity to interview with you on Monday, November 30 to talk about the sales manager position at the AeroTech Company.

Unfortunately, an unexpected situation has come up and I won't be able to meet with you on that day and would like to reschedule. Would you be available on Thursday, December 3rd or Friday, December 4th? If there is another date and time that is more convenient for you, please let me know.

I'm sorry for having to reschedule and look forward to the opportunity to meet with you to talk about the position.

Thank you for your understanding and consideration, Mr. Smith.

Sincerely,

Linda Brown