

Provisional Reschedule Request Letter

Subject: Request for Provisional Rescheduling of Interview

Dear [Interviewer's Name],

I am requesting a provisional rescheduling of my interview for [Job Title] originally set for [Original Date and Time]. Circumstances beyond my control, [brief reason], prevent me from attending as planned.

Kindly let me know if [Proposed Dates/Times] are convenient, or suggest an alternative. I appreciate your understanding and flexibility.

Sincerely,

[Your Name]

[Contact Information]

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