

Heartfelt Apology and Reschedule Interview Letter

Subject: Apology and Request to Reschedule Interview

Dear [Interviewer's Name],

I deeply regret that I am unable to attend my interview for [Job Title] on [Original Date] due to [reason]. I sincerely apologize for any inconvenience this may cause.

I would be grateful if we could arrange an alternative date, preferably on [Proposed Dates/Times].

Thank you very much for your understanding and consideration.

Warm regards,

[Your Name]

[Contact Information]

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