Interview Request Letter

To,

[Recipient’s Details]

[Company name],

[Company address]

[Date]

Dear [Name of interviewer],

Although I am looking forward to the opportunity of discussing the job title role with you, [explain reason]. If it's at all possible, would you be able to reschedule the interview? I have made myself available for [provide dates and time slots over next month].

I apologize for the trouble and promise to take your advice into account - the position is really fascinating to me.

Thank you so much in advance for your patience.

Regards,
[Your Name]