**Request Letter for Change in Time of a Meeting**

Dear Sir, it is humbly stated that I fell seriously ill the day before yesterday as I caught by severe cold. I had no idea indeed that it was going to affect me in such an adverse way. I remember that we are going to have a meeting right tomorrow, but I am afraid that I won’t be able to attend it since my physician has strictly asked me to take bed rest for a minimum of two days.

By keeping in view, the above-narrated statement, I appeal to you to kindly consider my request of changing the time of the meeting so that I may be able to attend it & have the know-how of what matters have been discussed since it is of significant importance. I hope that you will take my request into your benign consideration & will change the time of the meeting accordingly.

Thanking you in anticipation!

**Request Letter for Change in Time of an Interview**

Respected Sir, I want to speak to you about the interview we are supposed to have tomorrow morning. I was excited to come for the interview & impress you with my dedicated & committed nature & highly professional attitude. Unfortunately, I must go out of town as soon as possible out of a family urgency due to which it has become nearly impossible for me to be there for an interview on the appointed date & time.

Therefore, I am deliberating if we could rearrange this interview for a later date. I’m available right after four working days & afterward, you can call me any day any time. I’m so apologetic for flinging a twist in your timetable at the last ditch. But, I am still very fervent about this prospect & I am quite confident that we will unite shortly.

Best Regards!