Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear [Name],

Respected Sir, I want to speak to you about the interview we are supposed to have tomorrow morning. I was super 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!

Your Name

Street Address City, ST ZIP Code | Phone | Email