**Email for Asking to Reschedule an Interview**

Subject: Reschedule Interview Question

Dear [Hiring Manager Name],

My name is ————— and my interview has scheduled for 11th March at 1:00 PM. Would it be possible to reschedule or postpone my interview? I will not be able to attend on that date, but I would very much appreciate the opportunity to talk to you about this position.

My schedule is open for the rest of this month, and I'm available whenever is most convenient for you.

Thank you very much.

You Name