

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company/ Organization

Address of Company/ Organization

Subject: Acknowledgment of Invitation for Interview and Request for Reschedule

Dear ABC,

Thank you for inviting me for an interview for the position of Associate Engineer (Write the job position) at Microsoft (Write the name of the company).

I am thankful for the opportunity that you have given me but I would like to request you to reschedule the interview to a later date. I have an appointment scheduled (Specify the reason for the reschedule) for May 10th, 2021 so will not be able to attend the interview during the allotted slot. I am available on May 11th and May 12th (Specify your availability), so I request you to please reschedule it to the day that works for you too.

I apologize for the inconvenience caused to you. I want to let you know that I am still enthusiastic about this position and hoping to meet with you soon.

Thanks for understanding!

Sincerely,

(Signature)

Sender's Full Name