**Reschedule a Job Interview Email Sample**

Date: 10.01.19

Dear Sir,

I, Rajesh Singh, submit my sincere apologies for not being able to make it for the interview scheduled on January 16th, 2019 for the profile of “Accounts Manager” at 11 a.m.

I was looking forward for this interview but could not make it because of some inevitable circumstances. My grandfather had some medical emergency and had to be operated urgently. Fortunately, things are better now and I would be really thankful if you could please reschedule the interview and give me one last chance to discuss the opportunities with you.

I will look forward for your response. Thanking in anticipation.

Sincerely,

Rajesh Singh.