

[Agency Name]  
[Agency Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

Subject: Rescheduling of Your Interview - [Case Number/Reference]

Dear [Client Name],

Due to unforeseen circumstances, [Agency Name] must reschedule your upcoming interview originally set for [Original Date] at [Original Time]. We apologize for any inconvenience this may cause.

Your interview has been rescheduled for the following time:

**New Date:** [New Date]  
**New Time:** [New Time]  
**Location/Method:** [In-person Address or Phone Number/Video Link]

The purpose of this interview remains the same: [Purpose of Interview]. Please ensure you have the following documents ready: [List of Documents].

If you are unable to attend at this new time, please contact us immediately at [Phone Number] or [Email Address] to arrange an alternative appointment.

Thank you for your cooperation and understanding.

Sincerely,

[Staff Name]  
[Title]  
[Agency Name]