

[Current Date]

[Client Name]

[Client Title]

[Client Company Name]

Subject: Rescheduling of Interview for [Candidate Name]

Dear [Client Name],

I am writing to formally confirm the rescheduling of the interview for [Candidate Name] for the position of [Job Title]. As per our recent discussion, we have moved the meeting originally scheduled for [Original Date and Time].

The updated interview details are as follows:

New Date: [New Date]

New Time: [New Time]

Location/Link: [Physical Address or Video Call Link]

We appreciate your flexibility and understanding regarding this change. We remain very interested in discussing how our candidate's qualifications align with your team's needs.

If you have any further questions or require additional documentation prior to the meeting, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]