

[Your Name]
[Your Title]
[Company Name]

[Date]

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

Dear [Candidate Name],

This letter serves to confirm the rescheduled interview for the position of [Executive Role Title]. We appreciate your flexibility in adjusting the schedule to accommodate our leadership team.

The updated interview details are as follows:

- **New Date:** [Date]
- **New Time:** [Time, including Time Zone]
- **Location/Platform:** [Physical Address or Video Link]
- **Interviewers:** [Names and Titles of Executive Panel]

As previously discussed, this session will focus on [mention specific focus, e.g., strategic vision, organizational leadership, or fiscal oversight]. If there are any additional materials you would like the committee to review prior to this meeting, please forward them by [Date/Time].

We look forward to our conversation. Should you have any questions before the meeting, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]