

[Your Name]
[Your Company Name]
[Your Phone Number]
[Date]

[Client Name]
[Client Company Name]
[Client Address]

Dear [Client Name],

This letter confirms that your in-person interview has been rescheduled. We have updated our records to reflect the new date and time agreed upon.

New Appointment Details:

- **Date:** [New Date]
- **Time:** [New Time]
- **Location:** [Office Address/Room Number]

Please remember to bring [List any required documents, ID, or materials] to the meeting. Upon arrival, please check in at the front desk and ask for [Contact Person's Name].

If you have any further questions or need to make additional changes, please contact me at [Phone Number] or [Email Address] as soon as possible.

We look forward to meeting with you.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]