

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Confirmation of Rescheduled Panel Interview

Dear [Client Name],

This letter is to formally confirm that your panel board interview has been rescheduled. We appreciate your flexibility in coordinating a new time with our team.

The revised interview details are as follows:

- **New Date:** [Date]
- **New Time:** [Time]
- **Location/Link:** [Physical Address or Virtual Meeting Link]
- **Panel Members:** [Names of Panelists]

Please ensure you have all necessary documents ready for the discussion. If the interview is being held virtually, we recommend logging in five minutes early to test your connection.

If you have any further questions or need to request additional adjustments, please contact us at [Phone Number] or [Email Address].

We look forward to meeting with you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]