

Subject: URGENT: Rescheduled Interview Confirmation - [Your Company Name]

Dear [Client Name],

This letter serves to formally confirm the rescheduled details for our upcoming interview. We appreciate your flexibility regarding this change.

The interview has been moved to the following time:

- **New Date:** [Date]
- **New Time:** [Time and Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interviewer(s):** [Name of Interviewers]

Please reply to this email or click the link below to confirm that this new time works for your schedule:

[Link to Confirmation/Calendar]

If you have any urgent questions or encounter further scheduling conflicts, please contact me directly at [Your Phone Number].

Thank you for your understanding and prompt attention to this matter. We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]