

MISSED INTERVIEW APOLOGY LETTER

[YOUR NAME]

[STREET NUMBER, STREET NAME, CITY/TOWN, ZIP CODE]
[PHONE NUMBER]

[DATE]

[SUPERVISOR NAME]
[SUPERVISOR TITLE]
[COMPANY NAME]
[COMPANY STREET NUMBER AND NAME]
[TOWN/CITY, STATE]
[ZIP CODE]

Dear [SUPERVISOR NAME],

Please accept my sincere apology for being unable to attend my interview with you this afternoon. (*may mention reason why missed here....*) I apologize for any inconvenience that I may have caused.

This interview was very important to me as I am very interested in your organization. If it is possible I would be interested in re-scheduling this meeting at a time that is convenient for you. I can be reached at [PHONE NUMBER].

Once again, I apologize and thank you for your time and consideration.

Sincerely,

(signature)

[YOUR NAME]

