

Your Address  
City, State, Zip  
Date

Name of Interviewer  
Title  
Company  
Street Address  
City, State Zip

Dear Mr./Ms./Dr. LAST NAME:

First Paragraph: Apologize for missing the interview or meeting. Include the date, time, and location (University of Kansas) of the missed interview. You can include the reason for missing the interview but you do not have to go into much detail. Please take responsibility for your actions and do not blame other entities. Acknowledging your mistakes will earn you more respect in the future.

Second Paragraph: If you do not wish to pursue an interview with the employer, conclude with thanks for his or her time and consideration. You may or may not want to add that you have accepted other employment, that you are pursuing a different line of work, that you hope to relocate to another area, or some other reason that you may have for not seeking an interview. If you are still interested in meeting with this employer at another time, indicate your willingness to schedule another meeting. Indicate that you have enclosed another copy of your resume. Close by apologizing again for the missed opportunity.

This letter must be written professionally! Make sure that there are no errors.

Sincerely,

(signature)

Your Name