

Sample Apology Letter

Your Name
Street Address
City, State Zip Code
Phone Number
Email Address

Date

Individual
Job Title
Name of Company
Street Address
City, State Zip Code

Dear [name of individual],

Apologize for causing an inconvenience and missing the interview. Be sure to state the date, time, and place of the interview that was scheduled.

You may want to briefly explain why you missed the interview, but keep it short and don't make excuses.

If you are still interested in the position and rescheduling the interview, discuss your interest in the position and company. Clarify that you would be available for an interview either at the company's convenience or offer several potential dates. Thank the individual for their time.

If you are *not* interested in scheduling another interview, be courteous and thank the individual for their time. State your reason for no longer being interested in the position (such as accepting another offer of employment or relocating to a different place).

Sincerely,
Signature (if mailing)
Name