

Formal Apology Letter for Missing a Job Interview

Subject: Apology for Missing Scheduled Interview

Dear [Interviewer's Name],

I sincerely apologize for not being able to attend the interview scheduled on [date] at [time] for the [position title]. Due to unforeseen circumstances, I was unable to be present, and I deeply regret any inconvenience this may have caused you and your team.

I remain very interested in the opportunity at [Company Name] and would be grateful if we could reschedule the interview at your earliest convenience. I assure you that this situation was beyond my control and not a reflection of my commitment or enthusiasm for the role.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]

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