

Apology Letter Sample for Missing Interview Due to Emergency

Dear [Interviewer's Name],

I sincerely apologize for not being able to attend the interview scheduled for [date and time], due to an unforeseen emergency that required my immediate attention. I deeply regret any inconvenience or disruption this may have caused to your plans and the recruitment process.

I highly value the opportunity to interview for the [Position Title] at [Company Name], and was very much looking forward to our conversation. Please know that missing the interview was unavoidable given the circumstances, and I take full responsibility for not informing you sooner.

If possible, I kindly request the chance to reschedule the interview at your earliest convenience. I am very interested in contributing to [Company Name] and would be grateful for another opportunity to discuss how my skills and experiences align with your team's needs.

Thank you for your understanding. Please let me know if it would be possible to arrange a new interview time. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]