

Formal Apology Letter for Missing Scheduled Interview

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Interviewer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Interviewer's Name],

I am writing to sincerely apologize for missing my scheduled interview for the [Job Title] position on [Date] at [Time]. I understand that my absence caused inconvenience and may have disrupted your busy schedule.

Unfortunately, [briefly explain the reason for missing the interview, e.g., "I experienced an unforeseen personal emergency"]. I take full responsibility for not informing you sooner and realize the importance of prompt communication.

I am very enthusiastic about the opportunity to join [Company Name] and believe my skills make me a suitable candidate for this role. If possible, I would be incredibly grateful for the chance to reschedule the interview at your earliest convenience. I am committed to making myself available at a time that works best for you.

Once again, I apologize for any inconvenience my absence may have caused. Thank you very much for your understanding and consideration. I look forward to your reply.

Sincerely,
[Your Name]