

Apology Letter Sample for Rescheduling Missed Interview

This **apology letter sample for rescheduling missed interview** provides a professional and courteous way to acknowledge the missed appointment, express sincere regret, and request a new interview date. It emphasizes the importance of maintaining a positive impression, demonstrates accountability, and reinforces the candidate's strong interest in the position, helping to restore goodwill and improve the chances of a successful rescheduling.

Sample Apology Letter

Dear [Interviewer's Name],

I sincerely apologize for missing my scheduled interview on [Date] for the [Position Title] position at [Company Name]. I understand that your time is valuable, and I regret any inconvenience my absence may have caused.

Unfortunately, [brief explanation of reason for missing the interview, e.g., an unexpected emergency arose/became ill]. I recognize the importance of this opportunity, and I am very enthusiastic about the potential to contribute to your team.

If possible, I would greatly appreciate the chance to reschedule our interview at a time that is convenient for you. I remain very interested in joining [Company Name] and am eager to discuss how my background and skills can benefit your organization.

Thank you for your understanding and consideration. I apologize again for any inconvenience and hope we can reconnect soon. Please let me know if a new interview can be arranged, and I will make every effort to accommodate your schedule.

Sincerely,

[Your Name]

[Your Contact Information]