

Apology Letter Sample for Missing Phone Interview with Recruiter

Dear [Recruiter's Name],

I am writing to sincerely apologize for missing my scheduled phone interview on [Date] regarding the [Position Title] opportunity at [Company Name]. I understand the importance of punctuality and respect for your time, and I deeply regret any inconvenience my absence may have caused.

Unfortunately, [briefly explain the reason, e.g., "an unforeseen personal commitment arose"/"I encountered a sudden emergency"/"I experienced technical difficulties"], which prevented me from being able to attend our scheduled conversation. I take full responsibility for this oversight and assure you it was never my intention to cause any disruption.

I remain very enthusiastic about the possibility of joining [Company Name] and contributing to your team. If possible, I would greatly appreciate the opportunity to reschedule our interview at a date and time that is convenient for you.

Thank you for your understanding and consideration. Please let me know if a rescheduled appointment can be arranged. Once again, I apologize for any inconvenience caused and look forward to the possibility of speaking with you soon.

Sincerely,

[Your Name]

[Your Email Address]

[Your Phone Number]