

Apology Letter Sample for Missing Interview Due to Transportation Issues

This **apology letter sample for missing interview due to transportation issues** provides a sincere and professional template for candidates who were unable to attend their scheduled interview because of unexpected travel delays. It emphasizes expressing regret, explaining the circumstances clearly, and requesting a possible rescheduling opportunity, all while maintaining a respectful and courteous tone to preserve the candidate's reputation with the prospective employer.

Apology Letter Sample

[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 position of [Job Title] at [Company Name] on [Interview Date].

Unfortunately, due to unexpected transportation issues beyond my control, I was unable to arrive on time. Despite my best efforts to resolve the situation promptly, I was unable to make it and could not inform you sooner.

I understand the importance of punctuality and professional courtesy, and I deeply regret any inconvenience or disruption my absence may have caused. I am very enthusiastic about the opportunity to join your team and contribute to [Company Name].

If it is at all possible, I kindly request the opportunity to reschedule my interview at a time that is convenient for you. I am eager to demonstrate my qualifications and discuss how I can add value to your organization.

Thank you very much for your understanding and consideration. I appreciate your time and look forward to your response.

Sincerely,
[Your Name]