

Subject: Apology for Unpreparedness in Interview

Dear [Interviewer's Name],

I hope this message finds you well. I would like to express my sincere gratitude for the opportunity to interview for the [Position Name] at [Company Name] on [Date]. It was a pleasure to meet with you and discuss my potential contributions to your team.

However, I would like to offer my sincerest apologies for not being fully prepared during our conversation. [Briefly explain the reason for your unpreparedness, e.g., unforeseen circumstances, personal issues, etc.]. I understand that preparation is crucial, and I regret that I did not meet the standard expected for such an important meeting.

Despite this setback, I remain genuinely enthusiastic about the possibility of joining [Company Name]. I believe my skills and experiences align well with the role, and I am eager to contribute to your team.

Thank you for your understanding, and I hope to have the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]