

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing the job interview scheduled on [Date] for the [Job Title] position at [Company Name]. I regret any inconvenience my absence may have caused.

Unfortunately, [brief explanation of the reason, e.g., "I encountered an unforeseen personal emergency"]. I value the opportunity to discuss my application and learn more about your esteemed company.

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 the position and am eager to contribute to your team.

Thank you for your understanding, and I look forward to your response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]