

# Dear [Interviewer's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing my scheduled interview on [Date] for the [Job Title] position at [Company Name]. Unfortunately, [brief explanation of the circumstances, e.g., "I encountered an unforeseen personal emergency" or "I was unwell"], which prevented me from attending.

I understand the importance of adhering to schedules and the inconvenience my absence may have caused you and your team. I truly appreciate the opportunity to interview for this position and would like to request your understanding regarding this matter.

If possible, I would be grateful if we could reschedule the interview at a time that is convenient for you. I remain very interested in the opportunity to join [Company Name] and contribute to your wonderful team.

Thank you for your understanding and consideration. I look forward to hearing from you soon.

Warm regards,  
[Your Name]  
[Your Email]  
[Your Phone Number]