

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 [Position Title] at [Company Name].

Unfortunately, due to [brief explanation of the reason, e.g., an unforeseen personal emergency, illness], I was unable to attend. I take this opportunity very seriously and regret any inconvenience my absence may have caused.

If possible, I would greatly appreciate the chance to reschedule our interview at a time that is convenient for you. I am very enthusiastic about the opportunity to join your team and contribute to [Company Name].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]