

# Dear [Interviewer's Name],

I hope this message finds you well. I am writing to sincerely apologize for not attending the interview scheduled on [Date] for the [Job Title] position at [Company Name].

Unfortunately, due to [brief explanation of the reason, e.g., unforeseen circumstances, illness], I was unable to be present. I regret any inconvenience this may have caused and understand the importance of the opportunity.

I genuinely appreciate the time and effort you and your team dedicated to the interview process, and I would be grateful if we could possibly reschedule at a time that is convenient for you.

Thank you for your understanding, and I look forward to the possibility of discussing my application with you in the future.

Warm regards,  
[Your Name]  
[Your Contact Information]