

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my gratitude for the opportunity to interview for the [Job Title] position at [Company Name]. Unfortunately, due to [brief reason for missing the interview], I was unable to attend.

I remain very interested in the position and am eager to discuss my qualifications with you further. If possible, I would appreciate the opportunity to reschedule our meeting at a time that is convenient for you. Please let me know if this is feasible.

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

Sincerely,
[Your Name]