

# Apology for Missing Interview

Dear [Interviewer's Name],

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

Unfortunately, [brief explanation of the reason for absence, e.g., unforeseen circumstances, illness]. I truly value the opportunity to connect with you and the team, and I regret any inconvenience my absence may have caused.

I am very interested in the position and would appreciate the chance to reschedule our discussion at your earliest convenience. Please let me know if there is a time that works for you.

Thank you for your understanding. I look forward to the opportunity to speak with you soon.

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