

Letter of Regret

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence at the interview scheduled on [insert date] for the [insert position] role at [Company Name].

Unfortunately, due to [brief explanation of reason for absence], I was unable to attend. I understand the importance of the interview process and regret any inconvenience my absence may have caused.

I remain very interested in the opportunity to join [Company Name] and would greatly appreciate your consideration of rescheduling our interview at your convenience.

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

Sincerely,

[Your Name]