



Business Career Services Center  
125 Summerfield Hall  
(785) 864-5591 or bcsc@ku.edu

### **Apology Letter Example– Missed Interview**

If for any reason you are unable to adhere to an interview given to you, please do not forget to send an apology letter to the party concerned. It is not only considered a good practice to make an apology to the interviewer, but a requirement and stated policy of BCSC in the Ethical Framework guidelines you have agreed to in order to participate in our services. Please be thoughtful of the employer's time offered and remember that it is important to be considerate.

### **Format of Apology Letter:**

[Your Name]  
[Your Address]  
[City, State, and Zip]  
[Your Phone/Contact Phone]  
[Your Email]

[Today's Date]

[To whom it is addressed]  
[Company Name]  
[Company Address]  
[City, State, and Zip]

Attention: [To whom it is addressed] or To whom it may concern

Dear Sir/Madam,

**First Paragraph:** Apologize for missing the interview or meeting. Include the date, time, and location (University of Kansas) of the missed interview. You can include the reason for missing the interview but you do not have to go into much detail. Please take responsibility for your actions and do not blame other entities. Acknowledging your mistakes will earn you more respect in the future.

### **Second Paragraph:**

If you do not wish to pursue an interview with the employer, conclude with thanks for his or her time and consideration. You may or may not want to add that you have accepted other employment, that you are pursuing a different line of work, that you hope to relocate to another area, or some other reason that you may have for not seeking an interview.

If you are still interested in meeting with this employer at another time, indicate your willingness to schedule another meeting. Indicate that you have enclosed another copy of your resume. Close by apologizing again for the missed opportunity.

Sincerely,

[Your Name]  
Enclosure