

Sample Letter of Apology

Your Street Address
Your City, State, Zip
Your Telephone Number

Date
Interviewer's Name
Company Name
Address
City, State, Zip

Dear (Mr. Ms. Interviewer's Name),

I am very sorry that I missed our scheduled appointment last Tuesday. I attempted to get a message to you that my car broke down in the middle of I-80 and I needed to immediately deal with towing and subsequent repairs. I hope you received my message and were not too inconvenienced by me missing our appointment.

Our meeting was very important to me. As we discussed previously, the work your organization is involved in interests me tremendously. I think I could be an asset to your organization.

I will call your office within the week to reschedule another appointment that is convenient for you. I look forward to meeting with you.

Thank you for your time and consideration.

Sincerely,

(signature)

Your name