

## **Apology Letter**

*If you miss a scheduled interview, it is appropriate and professional to extend an apology to the recruiter. Failure to do so could seriously impair future relations with that particular organization.*

Your Address

City, State Zip

Current Date

Employer's Name

Title

Name of Organization

Address

City, State Zip

Dear Mr. or Ms. \_\_\_\_\_:

Extend your apology for missing the interview. State your reason; e.g., car problems, illness, family emergency, etc. Avoid sharing information that is too personal or could be used to discriminate against you. Ask for another opportunity to interview, if applicable, and thank them for their consideration.

Sincerely,

Your Name