

(Today's Date)

(Interviewer's Name)  
(Title of Interviewer)  
(Company Name)  
(Company Address)

Dear (Interviewer's Name):

In this paragraph let the interviewer know when and where the interview was to take place. Please include the date and time of the scheduled interview, as well as the career center and university name. Next, briefly explain to the employer why you could not make it to the interview and apologize for any inconvenience it may have caused. Keep in mind that it is not appropriate to give the employer every detail as to why you missed the interview; just a brief justification will suffice.

Your next paragraph should state your continued interest in the company and your desire to meet with a representative in the future (if applicable). Be sure to provide your phone number and email address as a way for the employer to contact you if he/she chooses.

End your apology letter by thanking the interviewer for their time and consideration.

Sincerely,

*Signature*

(Your Full Name)  
(Address)