**Apology Letter Rescheduling Interview Sample:**

(insert department)

(insert company name)

(insert date)

Dear Mr/Mrs (insert name),

Please accept my sincere apologies for not being able to attend the interview we had arranged for (enter date) regarding the (enter job title) position. I am extremely grateful to be considered as a candidate to work for (enter company name) and appreciate the opportunity.

Due to being involved in a car accident/being called out of town/a family emergency (give details), it is no longer possible for me to be able to make the interview at this time and date. I request that we reschedule the interview for another date, perhaps the (enter date), as I would still appreciate the opportunity to talk with you about the job opening.

I am very eager to work for (enter company name) as I enjoy the work they have done over the past years (give reasons). I hope you will consider my request as this interview is important to me. Please contact me to confirm. I look forward to your response.

Sincerely yours,

(enter name)

(enter contact details)