22-05-20XX

Craig McMillan  
Hyde Park, Michigan.

Dear Sir,

I am writing this letter to submit my excuse because I missed my interview for the post of assistant manager on 15-05-20XX without informing you. I know that my attitude was highly nonprofessional and nonserious because I missed a precious opportunity of joining such a prestigious organization of yours. Through this letter, I also submit my apology for the inconvenience caused by my behavior.

I must mention here that I did not miss the interview intentionally. On my interview date, just before leaving home, I received the call from an unknown number that my uncle has met a severe accident and that he has been hospitalized. I ran toward the hospital blindly after listening to this sad news. My uncle has only one son and he was not able to take good care of him therefore I had to assist him in the hospital for arranging blood and fulfilling other hospital formalities. Doing all this, I had completely forgotten about the interview.

I want to tell you that I have been preparing for this interview for a long. I was waiting for it eagerly and at the same time I am very sorry for wasting the precious time of respected interviewers belonging to such a prestigious organization. I want to start my career in a fully grown organization like yours. Therefore, owing to the above-mentioned circumstances, I request you to reschedule my interview keeping in view my interest in this opportunity.

I hope you will understand my problem and give me another chance to express myself. I assure you to prove myself as an asset to your organization. I am looking forward for your positive response. Thanking you in anticipation.

Regards,

Billy Bowden.