22-05-20XX

Craig McMillan  
Hyde Park, Michigan.

Dear Sir,

I am regretfully writing this letter to submit to you my excuse for not attending the interview in your firm for the post of Public Relations Officer scheduled on 15-05-20XX. I left my home at 7:30 a.m. to reach the office at 8:00 a.m. which was the fixed time for the interview. It was illness of my fate that a truck had hit hard with a van and it had caused a huge traffic blockage on the way to your office. I tried my best to find an alternative way to reach on time but all in vain as there was a great hue and cry on the road. It took me one and half an hour to escape from that place.

But I know this is not professionalism on my part. I should have informed you through text or voice messages about the situation. There is no doubt in it that you are a renowned multinational firm, believe in professionalism and you urge your employees to be punctual by all means and to inform well before time if they get late.

Despite exhibiting such an error, I consider myself a right candidate for the said post. Therefore, I request you to reschedule my interview and give me another chance to overcome my loss which I have faced in terms of missing this interview.

Regards,

Joseph Grinnell.