

# Letter of Apology

123 Success Way  
National City, ST 12345

October 9, 2005

Ms. Shirley Jones  
Airplane Inc.  
83948 W Colonial Dr.  
Chicago, IL 23489

Dear Ms. Jones:

I was scheduled to have an interview with you on the 15<sup>th</sup> of September at Embry-Riddle Aeronautical University. Unfortunately, due to some unforeseen circumstances I was not able to meet with you at the agreed upon time. I would like to thank you for giving me the opportunity to meet with you, and at the same time apologize for causing you any inconvenience.

I did find the position available with your company interesting and regret not being able to keep my interview with you. I do hope that you had a pleasant and fruitful visit at our university.

Sincerely,

Karen E. Jones  
(123) 555-9834  
email: [Kjones@sorryaboutthat.net](mailto:Kjones@sorryaboutthat.net)