

Joe Green
123 D Street
Davis, CA 95616
(530) 758-xxxx

March 21, 20xx

Ms. Sally Brown
ABC Company
123 Main Street
Anytown, CA 95555

Dear Ms. Brown:

Please accept my sincere apology for missing the interview I had with ABC Company, scheduled for Thursday, March 20 at 2:15 p.m. I had an unavoidable emergency that kept me from interviewing. Your company offers an invaluable opportunity, and I appreciate any consideration you can give me in rescheduling my interview.

My internships with Look Public Relations and Real Marketing have provided me with the experience and qualifications you are looking for in the Marketing Assistant position with ABC Company. This experience in combination with my Managerial Economics major make me a strong candidate for this position.

Thank you for your time and consideration. I look forward to an opportunity to discuss my qualifications for the Marketing Assistant position offered by the ABC Company.

Sincerely,

Joe Green