

55 Buckeye Place  
Columbus, OH 43210  
November 6, 201X

Mr. Stephen Jones  
XYZ Global  
25050 XYZ Blvd., Suite 400  
Seaford, OH 44070

Dear Mr. Jones:

I sincerely regret missing our scheduled interview on Monday, November 5, 201X at Engineering Career Services at Ohio State.

I regret wasting your time and taking an opportunity from another OSU engineering student. [Your excuse goes here. If you have no excuse, simply apologize.]

The truly unfortunate part for me is that I am very interested in working for XYZ Global, and was looking forward to the opportunity to interview. If you are still interested in me and could possibly schedule a telephone interview, I would be very grateful. I am enclosing a copy of my resume. Thank you.

Sincerely,

*Marge Innoverra*

Marge Innoverra  
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614-555-5555