

Apology Letter Sample For Class 9 CBSE

Task: You applied for a post and received a call for an interview. Unfortunately you couldn't attend the interview. Write letter to the manager of the firm explaining why you failed to attend the interview, and asking if you could have another chance for interview.

Apology Letter Sample

The Manager (HR)
XYZ Corporation
Tokyo

Dear Sir

This is with reference to the interview call I received on April 28. I am sorry I failed to attend the interview on May 2 as I had been asked. I was in fact on my way to your office when the car I traveled in got involved in an accident with a van. I was taken to hospital and detained overnight. Fortunately, I was not badly hurt and I have been discharged now.

I will be extremely grateful if could possibly arrange an interview on some other dates convenient to you.

Thank you.

Yours Faithfully
Peter