

8394 W. Pinecone Drive
Daytona Beach, FL 32114

March 11, 2019

Ms. Shirley Jones
Airplane Inc.
83948 West Colonial Drive
Chicago, IL 23489

Dear Ms. Jones:

I was scheduled to have an interview with you on the 7th of March 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 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 visit at our university.

Sincerely,

Karen E. Jones
(386) 555-9834
email: Kjones@my.erau.edu