Dear Mrs. Sanders,

I apologize for

being absent from class today.

I am sorry I missed my appointment.

It was because

I had a job interview.

It went very well.

I called the office

to reschedule, but

I was told that

you could not be reached.

Please let me know when

would be a good time for us to meet.

I would like to hear what

you think about my progress.

I will be back in class tomorrow.

Thank you very much.

Yours,

Edith Ramirez