

Apology for Delayed Arrival

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my delayed arrival on [insert date of event or meeting]. Unfortunately, [brief explanation of the reason for delay, e.g., unforeseen circumstances, traffic issues, etc.], which caused me to arrive later than I had anticipated.

I understand that my tardiness may have inconvenienced you and others present, and for this, I am truly sorry. I value your time and assure you that this was not my intention.

Moving forward, I will take steps to ensure that this does not happen again. Thank you for your understanding and patience in this matter. I appreciate your forgiveness.

Sincerely,

[Your Name]

[Your Contact Information]