

# Excuse Letter for Being Late

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Apology for Being Late

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my tardiness on [insert date]. Unfortunately, [briefly explain reason, e.g., unexpected traffic, family emergency, etc.]. I understand the importance of punctuality and regret any inconvenience my delay may have caused.

Please rest assured that I am taking steps to ensure this does not happen again in the future. Thank you for your understanding and patience regarding this matter.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]