

Letter of Explanation for Being Late

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Explanation for Being Late

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain my tardiness on [specific date or event] due to [briefly explain the reason, e.g., unforeseen circumstances, traffic issues, etc.]. I acknowledge the importance of punctuality and sincerely apologize for any inconvenience this may have caused.

I appreciate your understanding and assure you that I am taking steps to prevent this from happening again in the future. Thank you for your patience and support.

Best regards,

[Your Name]

[Your Contact Information]