

Letter of Apology for Lateness

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my lateness on [insert specific date or occasion]. I understand that my delay may have caused inconvenience or disrupted your plans, and for that, I am truly sorry.

This delay was due to [briefly explain reason for lateness, e.g., unforeseen circumstances, personal matters]. I take full responsibility for not planning better and ensuring that I arrived on time.

I value your time and appreciate your understanding in this matter. Please rest assured that I am taking steps to prevent this from happening in the future.

Thank you for your patience and understanding. I hope to make it up to you soon.

Sincerely,
[Your Name]