

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for arriving late to [event/meeting] on [date]. Unfortunately, [brief reason for lateness].

I understand the importance of punctuality and the disruption my delay may have caused. I truly value your time and assure you that I will take measures to prevent this from happening in the future.

Thank you for your understanding and patience. I look forward to [future meeting/collaboration].

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]