

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for not being able to arrive on time for [event/meeting] on [date]. I understand that my absence caused inconvenience and I deeply regret any disruption this may have caused.

Unfortunately, [brief explanation of the reason for delay, e.g., unforeseen circumstances, traffic issues, etc.]. I value our time and the commitments we make to one another, and it pains me to have let you down.

I am taking steps to ensure that this does not happen again in the future. Thank you for your understanding and patience in this matter. I appreciate your support and hope to rectify the situation soon.

Warm regards,

[Your Name]

[Your Contact Information]