

Apology Letter for Tardiness

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my tardiness on [specific date or occasion]. I understand that being late can disrupt schedules and cause inconvenience, and I take full responsibility for my actions.

Due to [brief explanation of the reason for tardiness], I was unable to arrive on time. I assure you this is not typical of my behavior, and I am actively working to ensure it does not happen again in the future.

Thank you for your understanding and patience. I appreciate your support and consideration. If there is anything I can do to make up for the inconvenience caused, please do not hesitate to let me know.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Contact Information]