

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for being late to our appointment on [Date]. I understand the importance of punctuality and how my tardiness may have inconvenienced you.

Please know that this was not my intention, and I take full responsibility for not arriving on time. [Brief explanation if appropriate, but keep it concise.] I value your time and appreciate the opportunity to meet with you.

Thank you for your understanding, and I assure you that I will take steps to ensure this does not happen again in the future. I look forward to our next meeting.

Warm regards,

[Your Name]

[Your Contact Information]