

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for my tardiness during the interview on [insert date] for the [insert position] role. I understand that arriving late is unprofessional and may have disrupted your schedule.

Unfortunately, [brief explanation of reason for lateness, e.g., unexpected traffic, personal emergency], which was beyond my control. I take full responsibility for not allowing enough time to account for such unforeseen circumstances.

I greatly appreciate the opportunity to interview for the position and the time you and your team took to meet with me. I am very enthusiastic about the possibility of working with [Company Name] and contributing to your team.

Thank you for your understanding, and I hope to have a chance to discuss my application further. I assure you that I will make every effort to be punctual in any future meetings.

Sincerely,

[Your Name]