

Letter of Explanation and Apology

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Airline Name]

[Airline Customer Service Address]

[City, State, Zip Code]

Dear [Airline Customer Service],

I hope this message finds you well. I am writing to formally apologize for missing my flight, [Flight Number], scheduled on [Date] from [Departure City] to [Destination City].

Due to [brief explanation of the reason, e.g., unexpected traffic, medical emergency], I was unable to arrive at the airport on time. I understand the importance of punctuality and assure you this was not my intention.

I sincerely apologize for any inconvenience this may have caused and would appreciate any assistance you can provide in rescheduling my flight. I value your service and hope to continue traveling with [Airline Name].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]