

Formal Apology for Not Boarding a Flight

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apologize for not being able to board my flight [Flight Number] on [Flight Date] from [Departure City] to [Destination City]. I understand the importance of timely travel and the inconvenience my absence may have caused to your team and fellow passengers.

Due to [brief explanation of the reason, e.g., unexpected circumstances, personal emergency], I was unable to arrive at the airport on time. I realize that this may have disrupted your scheduling and affected other travelers, for which I sincerely apologize.

I hope to resolve any issues arising from this oversight and would appreciate your guidance on any necessary next steps, including potential rescheduling and applicable fees.

Thank you for your understanding. I look forward to your reply.

Sincerely,

[Your Name]