

Apology Letter for Late Arrival

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my late arrival at the airport on [insert date of flight]. I fully understand the inconvenience it may have caused, and I am truly sorry for any disruption to your plans.

Unfortunately, [brief explanation of the reason for the delay, such as traffic, unforeseen circumstances, etc.]. I assure you that I made every effort to arrive on time, but circumstances were beyond my control.

I value our time together and regret missing the opportunity to be there for you as planned. I appreciate your understanding and patience in this matter.

Thank you for your understanding. I look forward to making it up to you soon.

Warm regards,

[Your Name]

[Your Contact Information]