

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing my flight on [date] from [departure airport] to [destination airport].

Unfortunately, due to [brief explanation of the circumstances, e.g., unexpected traffic, personal emergency], I was unable to arrive at the airport on time. I understand that this may have caused inconvenience to you and the airline.

I take full responsibility for this situation and assure you that it was not my intention to disrupt any plans. I deeply regret any complications that my absence may have created.

Thank you for your understanding, and I appreciate your consideration of my situation. I will make sure to manage my schedule more effectively in the future to prevent this from happening again.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Address]