

## **Subject: Apology for Late Boarding Inconveniences**

Dear [Passenger's Name],

We hope this message finds you well. We would like to sincerely apologize for the inconvenience caused due to the late boarding of your flight [Flight Number] on [Date]. We understand how valuable your time is, and we regret any disruptions this may have caused to your travel plans.

We are currently reviewing the circumstances that led to this incident to ensure that it does not happen again in the future. Your comfort and satisfaction are our top priorities, and we are committed to providing you with a better experience on your next journey with us.

As a token of our apology, we would like to offer you [Compensation/Offer, if applicable]. If you have any further concerns or feedback, please do not hesitate to reach out to our customer service team.

Thank you for your understanding and patience during this time.

Warm regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]