

Notification of Late Boarding

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to sincerely apologize for the inconvenience caused by the late boarding during your recent [flight/train/ship] journey on [date of the journey]. We understand how important timely departures are and regret any disruptions this may have caused to your travel plans.

The delay was caused by [briefly explain reason for delay, e.g., unforeseen circumstances, technical issues, etc.]. We take these matters seriously and are actively working to ensure this does not happen in the future.

As a gesture of goodwill, we would like to offer you [mention any compensation or gesture, if applicable, e.g., a voucher, discount, etc.].

Thank you for your understanding and patience in this matter. We value you as a customer and appreciate your continued support.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]