

Subject: Notification of Delay

Dear [Boss's Name],

I hope this message finds you well. I am writing to inform you that I am running late due to [brief reason for delay, e.g., an unexpected traffic jam, a prior meeting that extended longer than anticipated]. I had a crucial appointment scheduled for [time] and I will do my best to arrive as soon as possible.

I apologize for any inconvenience this may cause and appreciate your understanding. I will keep you posted on my estimated arrival time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]