

Subject: Late Arrival Notification

Dear Team,

I hope this message finds you well. I am writing to inform you that I will be arriving late to the office today due to an urgent consultation that I need to attend.

I apologize for any inconvenience this may cause and appreciate your understanding. I will do my best to arrive as soon as possible and catch up on any missed responsibilities.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]