

Subject: Notification of Tardiness

Dear [Manager's Name],

I hope this message finds you well. I wanted to inform you that I will be arriving late to work today due to an unforeseen delay in my professional meeting this morning.

I anticipate being at the office by [expected arrival time]. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your attention to this matter.

Best regards,
[Your Name]