

Informal Letter Template: Sorry for Late Arrival

Below is an example of an informal letter format to apologize for a late arrival:

Dear [Friend's Name],

I hope this message finds you well. I wanted to sincerely apologize for arriving late the other day. I know you were waiting for me, and I'm really sorry for keeping you waiting.

The truth is, [briefly explain reason for lateness, e.g., "my train was delayed," or "I got stuck in unexpected traffic"]. I should have planned better, and I regret any inconvenience my delay may have caused.

Thank you for your patience and understanding. I truly appreciate it and hope I didn't disrupt your schedule too much. I'll make sure to be on time next time!

Let's catch up again soon. Take care!

Best regards,
[Your Name]

Tips:

- Keep the tone friendly and genuine.
- Be honest about the reason for your lateness, but keep it brief.
- Express appreciation for the recipient's patience.
- End with a positive note.