

Apology Letter with Justification for Delay in Attending Meeting

[Your Name]

[Your Position]

[Your Company/Organization]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

Dear [Recipient's Name],

I am writing to sincerely apologize for my delay in attending the meeting scheduled on [Meeting Date and Time]. I understand the importance of punctuality and the inconvenience my tardiness may have caused to you and other participants.

Unfortunately, [briefly explain the reason for your delay, e.g., "I encountered unexpected traffic due to a major accident on the route," or "I experienced unforeseen technical issues with my computer just before the meeting began"]. Please rest assured that I did my utmost to resolve the issue promptly and join the meeting as soon as possible.

I fully recognize the value of everyone's time and regret any disruption this may have caused to the meeting's agenda. I am currently taking steps to ensure such delays do not happen again in the future, including [mention any measures you are taking, e.g., "leaving earlier for appointments" or "performing thorough equipment checks beforehand"].

Thank you for your understanding and patience in this matter. I value our professional relationship and am committed to upholding the standards of reliability and respect expected within our team.

Please let me know if there is anything I can do to address any missed information or follow up on the meeting's proceedings.

Once again, I apologize for any inconvenience caused and appreciate your consideration.

Sincerely,

[Your Name]