

Hey [Recipient's Name],

I just wanted to take a moment to sincerely apologize for arriving late to our meeting earlier today. I'm really sorry for any inconvenience my tardiness may have caused you and the rest of the team. Unfortunately, I was caught up in [briefly explain reason, e.g., unexpected traffic or a prior commitment that ran over], which threw off my schedule more than I anticipated.

I understand that your time is valuable, and I truly regret keeping you waiting. Please know it wasn't my intention to disrespect your time or the importance of our meeting.

Going forward, I'll make sure to plan better so that I can be on time and avoid any similar situations. Thank you so much for your patience and understanding—it means a lot to me.

Let me know if there's anything I need to catch up on, or if we need to cover anything I missed.

Thanks again and see you soon!

Best,
[Your Name]