

Hi [Name],

I just wanted to reach out and apologize for being late earlier. Something unexpected came up that I couldn't have planned for, and it ended up delaying me more than I'd hoped.

I really appreciate your patience and understanding. Punctuality matters to me, and I'll definitely take steps to make sure this doesn't happen again.

Thanks again for waiting and for your understanding. Looking forward to catching up properly soon!

Best,  
[Your Name]