

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to sincerely apologize for my absence from work on [Date] due to unforeseen transportation problems. Despite my best efforts to arrive at work on time, unexpected delays and issues beyond my control prevented me from making it to the workplace.

I understand the importance of dependable attendance and I deeply regret any inconvenience or disruption my absence may have caused to the team and company operations. Please be assured that I take my responsibilities very seriously and am committed to maintaining a reliable attendance record.

To prevent such situations from happening again, I have already explored alternative transportation options and will allow for additional travel time in the future. I am dedicated to addressing these challenges proactively so that my work performance and reliability remain uncompromised.

Thank you for your understanding and support. Please let me know if there are any steps I should take to further address the situation or make up for the missed time.

Sincerely,
[Your Name]