

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my late arrival today. Unfortunately, I was caught in unexpected heavy traffic, which caused a delay that I deeply regret.

I truly value and respect your time, and I understand how important punctuality is, especially for our commitments. Please accept my apologies for any inconvenience my lateness may have caused you. I always strive to be on time, and I am very sorry that the traffic circumstances were beyond my control this time.

Thank you for your understanding and patience. I will make every effort to plan ahead and avoid such issues in the future. I appreciate your graciousness and look forward to our continued positive relationship.

Once again, I apologize for the delay and thank you very much for your understanding.

Sincerely,  
[Your Name]