

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/School Name]
[Organization/School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of my late arrival on [specific date]. Unfortunately, [brief explanation of the reason for your late arrival, e.g., "I encountered unforeseen traffic due to an accident," or "I had a medical appointment that took longer than expected"].

I understand the importance of punctuality and assure you that I will take necessary measures to prevent this from happening in the future.

Thank you for your understanding.

Sincerely,
[Your Name]