

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you about a transportation delay that affected my [arrival at work/appointment] on [Date].

Due to [brief explanation of the cause of the delay, e.g., "unexpected traffic congestion" or "public transportation issues"], I was unable to arrive on time. I take my commitments seriously and understand the importance of punctuality.

I sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. I assure you that I am taking steps to prevent this situation from occurring again in the future.

Thank you for your consideration.

Sincerely,
[Your Name]