Apology for Coming Late to Office for Traffic

[Your Name]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear Stuart,

I apologize for being late to the desk. Infact 25 minutes late as compared to my scheduled duty hours.

The route that I follow to come to office is usually convenient for traffic movements. But, today the traffic was not normal as it took me 15 minutes at the Parklane signal to cross it. I don't know exactly what causes this unusual traffic today.

I assure you I will consider this factor next time to leave my home early so that I can reach office on time. Hope you understand my situation.

Sincerely,

Chris