Apology for Coming Late to Office for Traffic

[Your Name]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear Stuart,

I am sorry to report that I came to school/office today very late due to very heavy traffic on the road. I left quite early hoping to reach the school/office on time but couldn't.

I apologize for coming to school/office late. One of the reasons is the situation of traffic is getting worse day to date on most of the routes that lead to school/office. I assure that this will never happen again. I hope you understand my situation.

Sincerely,

Chris