**Alex**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I hope work is coming along well.

I have always tried to be punctual at work. And I maintained my punctuality for a long time. However, I am sure you will understand that uncertain situation can lead to being late. As I left for work today morning, my car’s tire got punctured. It was so badly ruptured that it was impossible for me to drive. Unfortunately, I couldn’t find a pit stop around.

So, I had to call the mechanic and wait for him to reach. This took a lot of my time. After the tire got fixed, I got stuck in the traffic. As it is the rush hour between 8 a.m. and 9 p.m., it took me so much time to get rid of the traffic. I am very apologetic for being late. I will make sure such situation never appears again. I would appreciate your cooperation in this matter.

With thanks

Alex

[Title]