[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

Dear [Recipient Name]:

I am very sorry for coming to office late due to very heavy traffic. I left home very early with the intention to reach the office on time. There was an accident on my way due to which the traffic was blocked.

I am so sorry for that and I promise that it will never happen again. I will request my driver to use appropriate alternative way. I hope you will understand my situation.

Sincerely,

[Your Name]

[Title]