To

[The Recipient Name]  
[Designation]

The objective of writing this letter is to apologize for coming late to work on Monday. It was an unfortunate day. I left home at my normal time but then I met with heavy traffic on my way. Unplanned construction work was going on on the central roads. There was no prior notice given.

I had to change my route which was longer than the normal route. Due to the construction work, there was a lot of congestion on the roads. I deeply regret being late to work. I have always tried my best to reach before time. I have figured out an alternative route to work.

I can promise to not let this happen again. I am working extra today to make up for the missed time. I have met any pending deadlines already and notated an apology to everyone.

[Your Name]  
[Designation]

Date: