Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this letter to you with a heavy heart as I never expected it to happen ever in my life that I had to miss the most awaited and most important meeting. I beg you to trust every word I am going to state as I do not intend to give you lame excuses since I am already much embarrassed for not being able to be present in the meeting I was supposed to lead.

Yesterday I started my day earlier than the routine to reach the office as soon as possible to make preps for the meeting I had left the night before. But my bad luck that the traffic was badly stuck due to some unforeseen reason that you might have seen in the news as well.

I tried to the best to make it possible to be there on time but unfortunately, I couldn’t. I hope that you will give me a fair chance by rescheduling this meeting so that I could prove myself the way I had prepared for it.

Thank you for your patience!

Warm regards,

Name Here

Your Title