James Charles

10th December 2020

Dear Mr. Charles,

I was unable to reach the office on time, on 8th December 2020. I am extremely sorry for my late arrival at the meeting with the clients. It was unfortunate that the route I used to take while traveling to the office was chocked due to an accident. I was stuck in traffic for more than 3 hours.

I understand that it seems unprofessional to not be able to present yourself at an important event. From now onwards, I will be more cautious and careful to leave early for work and especially for meetings.

I regret missing the proposal discussion, but I will extend my duties after work to compensate for the work loss. I would like to meet up with you so we can have a discussion on how to make up for it and ensure you that I will not let you down.

Thank you for your consideration.

Regards,

Martin Lawrence

[Signature]