19 July 20XX  
  
The Manager  
XYZ Firm  
Jose Blake  
56-789 Street  
Washington, WE 234  
(1111) 2345-666

Dear Mr. Blake,

I am very sorry regarding my absence from the office that was on 15-07-20XX and it resulted in the loss of worthy client for us. It all occurred due to my negligence; I had never thought to miss our meeting with ABC agencies. The reason for my absence was that I was at the party that was arranged by my school mates and we were meeting almost after ten years. So, everyone was much excited about this party and to meet old friends after a long time. The time passed so quickly that I did not realize for a moment that it’s getting late and I should go home. Moreover, when I came home after attending the party, I was so tired that I couldn’t get up on time to come to the office. When I awoke then I realized that it’s 12pm.

I know this thing well that we always need to show ourselves as competent and professional and punctuality is the basic part of this profession. Due to my inadequate behavior, I became the cause of letting down my entire team. I assure you that I will never commit such an incident in the future. From now, I make sure that in case of any such important meeting I will leave for the office an hour ago before the actual timing so that being in the situation of emergency I would have time to arrive for a meeting on time.

I hope that you will accept my apology and please let me know that what else can be done to corroborate you and the company that I respect my position on the aforesaid post and I will not let any such incident occur again that will defame the name of the company. Hoping that you will understand the intricacy of the matter!

Regards,

Julia Christopher