Date:

To:

Name of the employer:

Company name:

**Subject: an explanation for tardiness due to transportation**

Respected sir,

I am sorry for not being able to send you the application on time. Everything was so sudden, and I was unable to decide what to do. I was late from the office on Monday because of the transportation problem in my area. There was a protest being staged by transporters due to the sudden hike in the petrol prices. There were not providing transportation services because they were not allowed to increase the fare

During the tussle between the transporters and the government, innocent citizens like me suffered only. I know reaching the workplace late is very unprofessional behavior and it should never be accepted.

I would like to let you know that I had no plans to be late for work. This all has happened because of the transportation problem. If you want to know more about it in detail, you can organize a meeting with me.

Thank you so much for allowing me to explain the situation to clarify my position. I hope that you will understand my situation

Regards,

Name of the sender

Designation in the company

Signatures

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