

Apology Letter for Coming Late to a College

[Your Name]

[Address]

[Date]

Dear [Recipient Name],

I was aware about our meeting yesterday and I had marked my time table and had set a reminder as well. You know how ethical I am about my work. I am very conscious about someone else time as I know time is money. I have always valued our relationship in terms of business and personal as well.

Yesterday when I was about to leave for the meeting, one of my employees came over to me and she wanted to discuss something very serious. I had to choose one and so I choose to listen to her. My employees mean a lot to me as they are the ones who are making my business a success.

The moment I resolved my employee's issue, I rushed to the meeting. On arriving, it came to my notice that half of the meeting has elapsed. I had to discuss a few very important issues with you. I had also prepared a report for our meeting which unfortunately, I was not able to present. I have emailed you the report along with the discussion points. Please review and let me know so that I can reschedule a meeting with you whenever you are free.

Please accept my sincere apology for being late. You may know I am a very punctual person and I can assure you that this will not happen in the future again. I have also reviewed the minutes of the meeting. I will be waiting to hear back from you soon.

Sincerely,

[Your Name]