[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing you this letter to offer my sincere apology for being late at yesterday’s meeting. I was on my way to the office when suddenly my car broke out. I tried to fix it myself but unfortunately, it had become problematic beyond what I could have thought.

I had already devised my proposal which I had intended to present to the honorable members. I had never been late in my working career and have always tried to do my best. I’ll be grateful if by some means I can present my proposal to you and then arrange for another meeting as decided by you.

I’ll be obliged If you give me another chance to have my words said and ideas presented. I hope to receive a positive reply from you.

Jessie