[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

With due respect, I apologize for being late at the meeting arranged this morning. The normal route which I used to take for coming to the office was closed without any prior notice. I had to take another route which was heavily flooded with traffic. It took 2 hours pave my way to the office and attend the meeting.

This annual meeting was something I had made plans for. I had waited long for it to happen but due to unfortunate reasons, I got late for the meeting. I will be grateful if you can arrange another meeting so that I may be able to present my point of view. This may seem frustrating but still, I request you to please arrange a follow up meeting at any convenient time.

Jessie