**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. Explanation Letter for Being Late on [DATE]**

Dear Sir,

First, I am thankful to you for providing me with this opportunity to explain the reason for my late coming to the office on [DATE]. On [DATE], we had a visit from [NAME THE ORGANIZATION] and a meeting was scheduled with their heads. I understand why my late coming to the office has so much gravity.

The office authorities have always been kind enough to provide us with flexibility in our schedules whenever needed and I am already greatly grateful to the office management for this.

However, I could not escape being late to the office on [DATE]. I usually leave for the office at [XX: XX] and get on board the metro train on [XX: XX]. I left home at the same time but, somehow, missed the train. I had to wait for thirty minutes for the next train.

Therefore, I got late to the office and could not attend the meeting. The matter was aggravated by the slowness of the train which was caused by a technical fault in the line. The wrong time swept me over and I could not get to the office on time despite doing my best.

Life is so unpredictable, and we become victims of seconds in the time log. I have made up my mind to leave earlier for the office in the future whenever we have meetings or other important projects so that such circumstances could be avoided. Thank you.

Regards.

[Your Name]