**To**

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

**Re. An explanation for Being Late**

Dear [NAME], I apologize for being late for today’s meeting with [NAME THE COMPANY] due to sudden nausea in the morning. I understand the significance of the meeting as most of the projects were to be under proposal for this meeting including [NAME THE PROJECTS].

Being [NAME THE POSITION], I should have arrived earlier for the arrangements of the meeting and welcome Mr. [NAME] and his team personally into the office. I would be regretful for any potential harm my late coming would bring.

I recognize the importance of this meeting, therefore, I plan to write to [NAME THE CLIENT], with your kind permission, to arrange another meeting in the near future where more could be discussed.

Today I had my breakfast at [TIME] which causes sudden gastritis and a sensation of nausea in my stomach. It outpoured two vomits consecutively which ultimately made me weak. Therefore, I stayed at home for an hour to restore my energy.

Moreover, I felt the need to rest for some time otherwise it would not have been possible to get to the office. Unfortunately, a sudden decline in health made me forget the time for the meeting and I kept recognizing the time of the meeting at [XX: XX] instead of [XX: XX].

I have taken the account of the meeting from [NAME] and have gone through all the points discussed. Please, let me know how I can make up for the gap caused due to my absence from the meeting.

I am also available to visit the [NAME THE CLIENTS] if you allow. I shall be grateful if you apologize to me for the unavoidable delay to the office. Thank you.

Regards

[Your Name]  
[Address]