To

[The recipient]  
**Subject: Explanation for being late due to a flat tire on [DATE]**

Dear Manager,

I am writing this letter to explain to you the cause of my late arrival at the annual sales conference. I can understand the importance of the event because representatives from all the renowned companies were present for business deals and building new business relations.

Being the sole representative of my company, I was fully aware of my responsibility. I left my home for the office one and a half hours before the meeting and started driving at normal speed because sufficient time was left. I had to continue my journey through the alternative road due to the ongoing protest of the opposition party.

Unfortunately, that road was looking filthy due to piles of garbage and debris spreading over its surface making it look bad. In addition, hundreds of Potholes were making the road uneven. It played havoc with my wheel. The situation became worsened when I realized that the air from my vehicle's tire has started leaking due to continuous wearing and tearing.

Consequently, air pressure was remarkably reduced, and the tire became flat within a couple of minutes. I was helpless on the road because I had no extra tire in my car at the time.

More than 30 minutes were wasted looking for a mechanic and changing my vehicle's tire. When I reached the venue, it was realized to me that the meeting has been started 45 minutes ago. I was greatly embarrassed at that time because our potential clients had signed their business deals with other companies in my absence. It was a great loss that occurred due to my tardiness.

Sir, I have never missed any important meeting in past. The unfortunate incident of my late arrival at the meeting occurred solely due to the flattening of my vehicle's tire. However, I am admitting my fault and sending you my sincerest apology through this letter.

Please accept my apology and admit my excuse. I promise that such unprofessionalism will never be shown to me again in the future.

Yours sincerely.  
[SIGNATURE]