To

[The Recipient Name]  
[Designation]  
[Company Name]

**RE: Explanation of absence for the meeting on [DATE]**

My name is Johnson, and I am working as a marketing officer in your company since 2002. I am sincerely apologizing for being late from the office on [date]. I can understand the inconvenience you have faced due to my late coming on a very important day of the meeting. It was realized to me later that we were on the verge of losing a very important project.

I admit my fault with deep regret but at the same time, I want to let you know that I did not do it deliberately. It all happened due to a situation that was created at the time when I was leaving my home for the office.

On [date], I got ready for the office and was about to leave the home. At that time, I received a call from my daughter's school bus driver that he would not be able to pick her up today because the bus was out of order. The irony of fate was that it was the final paper of the final exam for my daughter on [date] and she was getting late too. Without wasting a moment, I picked her up and dropped her just in front of her school.

On my way to the office, I faced a huge crowd. Its participants were protesting, and they had blocked the road which was leading towards the office. I took another way and continued towards the office.  Meanwhile, all traffic had been diverted to the alternative way. I tried my best but failed to reach it on time. Due to emergency, it took me 30 minutes more than the usual time and I became late to the office by 45 minutes.

I have always been loyal to the company and never wanted to be late on important occasions. I was very excited to attend the meeting but unfortunately, due to an emergency, I became late for the office. I am extremely sorry for the embarrassment you felt that day. I request you consider my unprofessionalism as the first mistake and accept my sincerest apology.

I am aware of the consequences due to my late coming to the office. Please do not issue me an explanation letter and give me a chance to regain my trust. I will never repeat such unprofessional behavior again.

Yours sincerely,

[Designation]  
[Department]  
[Company Name]