

Sample Apology Letter for Tardiness

Dear [Recipient's Name],

I want to extend my sincere apologies for my tardiness to [meeting/event]. My lack of punctuality was disrespectful, and I deeply regret any inconvenience or disruption my behavior may have caused.

I understand the importance of being on time, and I am committed to planning better and ensuring punctuality in the future. Please accept my heartfelt apology, and I hope to earn back your trust.

Thank you for your understanding.

Sincerely,

[Your Name]

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