

## **Letter to Apologize for Being Late to an Appointment/Meeting**

**This package contains:**

1. Instructions & Checklist for a Letter to Apologize for Being Late to an Appointment/Meeting
2. Late to an Appointment/Meeting Apology Letter

## **Instructions & Checklist for Letter to Apologize for Being Late to an Appointment/Meeting**

- This package contains (1) Instructions & Checklist for a Letter to Apologize for Being Late to an Appointment/Meeting; and (2) Late to an Appointment/Meeting Apology Letter;
- This form is designed to assist you in drafting a letter for when you need to apologize for being late to an appointment or meeting.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I sincerely apologize for my tardiness at our [appointment/meeting] on [Date] at [Time].

While my delay was the result of events outside my control, I truly regret that I arrived late. I understand your time is valuable, and it was never my intent to inconvenience you. However, I did appreciate having the opportunity to meet with you and thank you for your time.

Again, I sincerely apologize for my delay, and I appreciate your understanding in this matter.

Sincerely,

[Your Name]