Dear Sir/ Madam,

Subject: Requesting to accept my apology for coming late to office – regarding.

Sir,

This is the letter to convey my apology for coming late to office due to my personal works that have been scheduled in home. First of all I should regret for my behaviour and I regret for it in a very precise manner. Since I have lot of pending works personally I could not cope up with the timing that have been scheduled for me in office. But I am giving extra time for work for coming late. I also request to accept my apology.

Thank you.

Date : 13-02-2016 Preetish Priyabrata