**ALEXANDER JR. B. CALAWAG  
Brgy. San Francisco Prk. 6 C.  
Panabo City, Davao Del Norte**

**December 4, 2024**Dear Mr. Harold James Moran,I'm writing to apologize for being late to our scheduled login time in November. Unfortunately, I was delayed due to unexpected circumstances beyond my control.

I understand that my tardiness may have caused inconvenience or disruption to company policies, for which I sincerely apologize. I appreciate your patience and time, and I am determined to do everything in my power to avoid similar situations in the future.

Thank you for being understanding and allowing me to learn from this lesson.

**Sincerely,**

**ALEXANDER JR. B. CALAWAG**