September 9, 2010

Ms. Krish Martin

Team Leader

Pen Solutions, Inc.

Dear Ms. Martin:

This is to apologize for my tardiness this morning due to an unexpected water interruption at home. I was late for two hours at the office since I had to wait for the water supply to come again.

To make up for my tardiness, I will render two hours of work later after my regular shift, and do the necessary tasks within that period. I sincerely apologize for my tardiness, and I promise that this is the last time I will be late without immediately informing you. As my team leader, I know the higher-ups might reprimand you for my mistakes. Hence, please accept my apologies.

Thank you and I am hoping for your kind consideration.

Regards,

Kristine Campbell