Personal Apology Letter

Dear Dylan,

I apologize for not arriving on time to pick you up from the airport yesterday afternoon. I have no excuse for keeping you waiting and wondering when your ride would show up.

It’s important to me not to let people down when they’re depending on me. Next time, I’ll make better use of calendar alerts so I’ll be sure to leave in plenty of time to arrive as scheduled, or even ahead of schedule.

I humbly ask your forgiveness. I hope my mistake won’t prevent you from seeking my help in the future. I’m always happy to be of service.

All the best,

Jillian