

# Late Arrival Explanation

Date: [Insert Date]

To: [Teacher's Name]

[School's Name]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to explain my late arrival regarding the [Project Name] due on [Original Deadline Date]. Unfortunately, I faced [briefly explain the reason, e.g., personal issues, transportation problems, etc.] which caused me to miss the deadline.

I understand the importance of timeliness and I sincerely apologize for any inconvenience my delay may have caused. I have since completed the project and am committed to submitting it as soon as possible.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Class/Grade]