

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Teacher's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you that I arrived late to class on [Date] due to [Reason for Late Arrival, e.g., a family emergency, transportation issues, etc.]. I understand the importance of being on time and I sincerely apologize for any disruption my late arrival may have caused.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Grade/Class]