

Late Arrival Justification Letter

Date: [Insert Date]

To: [School Administrator's Name]

[School Name]

[School Address]

Dear [Administrator's Name],

I hope this message finds you well. I am writing to formally explain my late arrival to school on [insert date(s)]. Unfortunately, due to [briefly explain reason - e.g., a medical appointment, car trouble, family emergency], I was unable to arrive on time.

I understand the importance of punctuality and sincerely apologize for any disruptions my late arrival may have caused. I have taken steps to ensure that this does not happen again in the future.

Thank you for your understanding. If you require any further information or documentation, please feel free to contact me.

Best regards,

[Your Name]

[Your Grade/Class]

[Contact Information]