

Late Arrival Notice

Date: [Insert Date]

Dear [Parent's Name],

This is to inform you that your child, [Student's Name], arrived late to school on [Insert Date]. The arrival time was [Insert Time], which is [X] minutes after the scheduled start time.

We understand that unforeseen circumstances can occur, but we encourage timely arrival to ensure that students do not miss important information and instructions at the start of the day.

If you have any questions or concerns, please feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]