

Late Arrival Notification

Date: [Insert Date]

To: [Extracurricular Activity Leader's Name]

From: [Your Name]

Subject: Late Arrival Notification

Dear [Extracurricular Activity Leader's Name],

I hope this message finds you well. I am writing to inform you that I will be arriving late to [Name of Extracurricular Activity] on [Date]. Unfortunately, [brief explanation of the reason for late arrival, e.g., a prior commitment, transportation issues].

I expect to arrive by [Estimated Arrival Time], and I apologize for any inconvenience my late arrival may cause. I will make sure to catch up on any missed information as soon as I arrive.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]