

Late Arrival Notification

Date: [Insert Date]

To whom it may concern,

I hope this message finds you well. I am writing to inform you that my child, [Student's Name], a student in [Grade/Class Name], will be arriving late to the [Event Name] scheduled for [Event Date and Time].

Due to [Reason for Late Arrival], we anticipate that they will arrive by [Estimated Arrival Time]. We apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to Student]