

Request for Leniency Due to Late Arrival

Date: [Insert Date]

To: [Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally request leniency regarding my late arrival to school on [specific date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, transportation issues], I was unable to arrive on time.

I understand the importance of punctuality and assure you that I am taking steps to prevent this from happening in the future. I appreciate your understanding and consideration of my situation.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Class/Grade]

[Your Contact Information]