

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Subject: Request for Understanding Due to Late Arrival

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your understanding regarding my late arrival during the upcoming examination period. I have encountered [briefly explain reason, e.g., unforeseen circumstances, transportation issues, etc.], which may cause me to arrive later than the scheduled time.

I understand the importance of being punctual during exams, and I assure you that I am doing everything in my power to minimize any disruption this may cause. I am committed to maintaining my academic integrity and performance despite this circumstance.

I kindly ask for your consideration in allowing me to enter the examination room after the scheduled start time, if possible. I appreciate your understanding and support in this matter.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]