[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I offer my apology for being late at the meeting. I left home at my usual time when suddenly I received a call from my daughter’s school. They wanted to meet me immediately as there was some serious problem at the school. I had to make choice.

As a father. I decided to go to the school first. For this reason, I got 15 minutes late for the meeting. I understand the importance of attending the meeting and for this reason, I request you to rearrange the meeting at some other time.

I know and understand that it’s my fault but still, I will be grateful If we can talk about the meeting minutes at some other time so that I may also get an understanding of decisions made. Hoping for good.

Jessie