**Date:**

**To**

**[The Recipient Name]  
[School Name]**

**Re. Apology for Being Late Frequently**

Dear Sir,

I am [name], from class [class/semester], from the Department of [department]. This letter aims to apologize for coming late to the classes frequently. I am here to show the cause of my frequent late. I have been a student here since 20XX. I understand school’s policies and rules and regulations very well as I am an old student of [school name]. The school always makes sure the attendance of its students is with complete integrity and zest. Therefore, the school has been one of the top institutes in producing competency and proficiency. Quality assurance and diligent management are some of the core qualities of this school.

Sir, I have been doing part-time to support my mother and meet my expenses. My mother is an old sick lady, and she is unable to work by herself. Therefore, I have to work and study both at the same time. I work in a coffee shop as a [X].

Usually, I work the night shift after school but since [date] my shift has been changed for [x] weeks. It was very difficult for me to manage work this way. I used to go to work early in the morning. Complete my working hours and get to school. I am coming late to school since then. I know, it is not acceptable to be late for classes for such a long period.

Sir, my late coming days have been caused by the change in the working shift. My roaster of working shifts is going to change again, and my routine shall settle. I also have talked to my employer and requested him to keep my shifts at night. Thus, I will not be late for school again. I, heartily, apologize for the late coming to the school for multiple days. I shall be grateful to you if you accept my apology and order for the release of the suspension from my classes. I shall be grateful to you for this. Thank you.

Regards

[Your Name]  
[Re#]