**Date:**

**To**

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

**Re. Apology for the Late Coming**

Reverend Mr. [name],

I am a grade-B teacher at your school, and I am working here since 20XX. I always give my best to ensure punctuality, honesty, dedication and making up my students’ careers. I am a punctual teacher as I completely understand the importance of punctuality and keep trying to ensure that. However, I have been late for school for more than a week due to some unavoidable circumstances.

Such circumstances always drain your productivity and make it hard to stick to your plans and routines. I could not make previous days at work on time, and I am writing to apologize for that while explaining the reasons behind it.

Sir, I live with my mother in [area]. My home is [x] miles away from the school. My mother has been severely sick as she has been diagnosed with [disease]. She has been suffering from this ailment for a long but now it has become painful for her. It is not possible for her to do things by herself therefore, I have to look after her and do certain chores before I get to school. Due to hectic routines and prioritizing house chores, I could not make it to school in time.

Sir, I am deeply sorry for this and ask you for the release of an order to the management asking them to remove my name from the suspension list owing to my genuine reasons. I shall be greatly thankful to you for this. In case of further, please write to me at [email] or call me at [phone]. Thanks.

Regards

[Your Name]  
[Re#]