To

[The manager]  
[Department]

Dear [Recipient Name]

Yesterday, when I reached the office, I was handed over a letter and informed about the imposition of a one-day salary deduction penalty for being late. It made me sad because I am being penalized for the first time without issuing any warning letter. I humbly request you not to deduct my salary for the said reason because I got late from the office due to unavoidable circumstances.

On [date], while I was getting ready for the office, my wife told me that our son was not well. When I checked his temperature, it was 104°c. My son was burning with high-grade fever. The sensitivity of the situation made me worried, and I took my son to the hospital without wasting any time. His treatment lasted for about 45 minutes after which he was discharged from the hospital. Immediately after his treatment, I dropped my son at home and ran towards the office. I drove as fast as I could but got late from the office by 1 hour and 30 minutes.

I know that company has made a strict policy for latecomers. When an employee gets late by more than one hour, his full-day salary is deducted. It fits the best good for those employees who are habitual of it. I have been a regular and punctual employee throughout. As far as I remember, I never got late from the office even during thunderstorms. My punctuality and regularity should have been kept under consideration before imposing any penalty upon me.

Dear Sir, whatever happened, was unprofessional and beyond my control. I still think myself responsible for my late arrival at the office. I should have informed you or any senior about my late arrival. Unfortunately, I forgot everything due to my son's illness.

My excuse is genuine but at the same time, I know that I should keep my personal life aside while performing my duties. I believe you have a soft corner in your heart after knowing my problem. Keeping in view the whole situation, I request you not to deduct any amount from my current month's salary. I shall be very thankful to you for this act of kindness.

I am thanking you in anticipation.

Sincerely,

[your Name]  
[designation]  
[Department Name]

[Company Name]