

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
School Name  
Address Line  
City, State Zip Code

Re: Reason for Tardiness

Dear Principal :

I apologize for Name of Child tardiness. He/She had a dental appointment today and it took longer than expected.

Thanks so much for your understanding in this matter.

Sincerely,

N A M E