

Late Arrival Notification Template

Subject: Late Arrival Notification - [Student's Name]

Dear [Teacher's Name],

Please excuse [Student's Name]'s late arrival to school today, [Date]. [He/She] will arrive approximately at [Time] due to [reason - medical appointment/family obligation/transportation issue]. [Student's Name] understands the importance of punctuality and this late arrival is due to circumstances beyond our control. I have spoken with [him/her] about catching up on any morning activities or announcements that may have been missed.

Please mark this as an excused tardiness. If there are any concerns or additional information needed, feel free to contact me at [Phone Number].

Thank you for your understanding.

Best regards,

[Parent's Name]

[Date]

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