Date:

To [concerned HR personnel name]

**Subject:**Re: Show cause letter for late attendance

This is in reply to the notice I received for late attendance during the past two weeks. Unfortunately, my mother who is above 65 years of age has a fractured ankle. She was traveling on a public bus alone and sprained her ankle while getting down. An x-ray report showed a fracture. She is temporarily handicapped and needs my assistance. I have been trying to arrange a nurse to look after her but have been unsuccessful so far. This is the reason why I have been late to work in the past two weeks.

I have already given an explanation to my supervisor for my late attendance as well and he understands the situation. I am trying to resolve the situation as soon as possible. Thanks for your understanding.

Sincerely,

Martha Bing