22-05-20XX

Michelle Johnson,

Principal,  
The City School, John campus  
Hide Park Michigan.

Dear Principal,

I would like to say thanks for inviting me to a parent’s meeting held on 15-05-20XX at your school. I am writing this letter as an excuse because I was not able to attend the meeting on the said date due to unavoidable circumstances.

I am a responsible parent, keen on my child’s progress, and always keeping an eye on his performance in the class. But at the same time, I want to mention here that I work in a factory as a laborer. At times, it becomes a real challenge for me to manage and spare some time for the family and to keep a fair balance between my professional and personal life.

Despite all these factors, I always attended the PTM at any cost in order to know about his progress and drawbacks in his studies. I was looking forward to attending the meeting this time as well. Early in the morning on the meeting date, I found that my little child is suffering from high fever. Without wasting a single moment, I took him and ran towards the hospital. He was admitted to the hospital and after some treatment, discharged after three hours. At that time, the meeting time had passed.

I shall be very thankful to you if you arrange for a separate meeting with his class teacher keeping in view my problem. I shall be very thankful to you for this act of kindness.

Yours Sincerely,

Anderson.