22-05-20XX

Michelle Johnson,

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

Dear Principal,

I hope you will be fine. I am the father of Lee who is studying in grade 8th under your kind supervision. I am writing this letter to submit my excuse for not attending the parent’s meeting scheduled to be held on 15th of May, 20XX. I never wanted to miss such a great opportunity to interact with my child’s teachers and to know about his performance in the class.

A few days before PTM, I received a letter from my elder child’s university to attend the graduation ceremony of his batch. It was being held on the same date as PTM. I was invited with my wife to attend the event. My presence was the biggest gift I could present at that time. Therefore, I decided to attend his graduation ceremony and left the PTM.

I request you to accept my excuse and inform me about an alternative day when I could come to school to know about my child’s progress.

Regards,

Jacobs Paul.