19 July 20XX  
  
Steward Smith  
Manager  
ABC Company  
000 Main St.  
Huston, WA 23er

Dear Mr. Smith,

The purpose of penning down this letter is to submit my humble apology to you regarding my absence that was on 15-06-20XX. I am Jones Adam working on the post of manager assistant in your institute for the last five years. I did not take any uninformed leave during these years but this time I am sorry for not informing you on time. I was unable to come to the office that day because of the activity in my son’s school. I had to go there to attend a parents-teacher meeting and his teacher had especially contacted me to attend this meeting to have a view on my son’s monthly progress.

As you know that being a responsible parent, it was my responsibility to check my son’s progress and to have a detailed discussion regarding it with his teacher and his participation related to curricular activities. After attending the meeting, I had decided to come to the office, but it took me two extra hours and I got free very late. After that, I decided to come to the office, but it was of no use to come at this time because office working hours had closed.

It was essential for me to go there because my son was getting down in the class’s progress and was not paying attention to his studies. Moreover, his teacher had complained to me numerous about this, but I couldn’t find a possible time for it to meet him. Keeping in view aforesaid situation, I hope that you will understand me well. I assure you that next to this will never occur and I will inform you before time but for this time I am apologetic for not informing you on time. If you want any further explanation, I will provide them all. Thank you.

 Regards,

Jones Adam