To

[Name Here]  
[Designation]  
[Company Name]  
[Address]

Date:

Re. Justification for the Late and Unmarked Attendance for Several Reasons

Dear Abraham,

I am Linford Oxy, the Assistant Marketing Operator from the Marketing and Development department of Langland Microfinance and Public Services (LMPS). I am penning to you to prove my eventual unprofessional behavior depicted by my late attendance at the office and unmarked attendance of fifteen days.

Firstly, talking about attending the office later than the office timings for the arrival, I could not appear in the office sharp at 9:30 AM which is the official arrival time of the office. It happened because of some personal and unavoidable issues four times in the last week.

Secondly, I was on time the other days but did not remember to mark my attendance on the manual scanner-CE because of so many preoccupations in mind. I apologize for the gesture of unprofessional behavior and unpunctuality it gave out to you. I am sorry for the forgetfulness and being neglectful for the last week.

I apologize for the trouble my late attendance caused in the office due to some unavoidable circumstances. Now, I am confident that I will not be late in the office again.

I am hoping for your kind consideration of this matter. I shall be at your service for any inquiry or further explanation at [email]. I am also available for the meeting any time during office hours on this matter. Thank you.

Regards

Linford Oxy  
Assistant Marketing operator  
Langland Microfinance and Public Service (LMPS)  
Keel Michael Avenue, M-8 Road, California, USA