Date:

Dear Principal,

I am writing this excuse letter to explain my reason for not wearing school uniform on 5th October 20XX.

There are few weddings going on in the maternal side of my family, so my family decided to stay at my grandmother’s house throughout the functions. I planned to take the days off from school and had also submitted the leave application to my teacher.

However, on 4th October 20XX, my friend called me late at night and informed me about the test the grade of which would be included in the final evaluation. I was prepared for the test so did not want to miss it. However, I did not have the school uniform, and could not get it from my home at that hour. I decided to take the test in colored clothes.

I wanted to explain my reason to you for coming in colored clothes and wanted to apologize for it. I know such acts violate the decorum of the school, but I will make sure that this does not happen again. I am extremely sorry for it.

I hope you would understand, and I hope you would not penalize me for it. Thank you.

Regards,

Sarah Watson.