Date:

To

[The Recipient Name]  
[Designation]  
[Company Name]

I am writing this letter to give an explanation as to why I am breaking the code of conduct of your institute and not wearing the standard uniform today. The reason is that while giving the chemistry practical, the flasks provided were not made up of standard glass and while demonstrating the silver mirror formation process at the sides of the flask, mine suddenly exploded.

You can ask my supervisor, ma’am [X], whether I was following the procedure right and she will tell you that I followed the procedure exactly as I was supposed to. She was observing me the whole time.

The hot liquid from the experiment ended up sticking to the hem of my lab coat and burning a big hole into it. Luckily, I received no serious injury other than some light scratches and a shock. However, appearance-wise I was not in a state where I could just walk around the whole institute without looking abnormal.

Since we do not get any lockers to keep any spare clothes, so I am not wearing a lab coat, wearing which is considered mandatory. Neither can I just leave the institute now because I have to give my mid-term exam in the next slot. Please do not fine me today. I will be sure to wear a new lab coat tomorrow.

P.S. Due to my incident today I have to make two requests. The first is to please have the lab in-charges check the quality of materials brought into your institute because this is not the first accident in my class. Second, there should be spare lab coats available in the laboratory that can be lent because this attire can save our bodies as mine did an hour ago.

Regards,

[Your Name]  
[Designation]