

## **Subject: Apology for Being Late to Class**

Dear Sir,

I hope you are doing well. I wanted to sincerely apologize for arriving late to class today. I understand the importance of being on time and the effort you put into every session.

I didn't mean to be late, and I regret any disturbance I caused. I know it disrupted the class, and I also feel it set a bad example for others. This was a one-time mistake, and I am taking steps to make sure it doesn't happen again. I will manage my time better so that I'm always on time and prepared for class.

Thank you for your understanding, and I appreciate your guidance.

Kind regards,

Nishit Gajjar