

The Director / Siso / Headmaster, etc.

Address [If it is an internal letter, just put the name of the school and location here]

[Date]

Subject: Explanation for Not Submitting Lesson Notes. OR **Re:** [Heading of the query letter]

Dear XXX,

I write in response to your query regarding the submission of lesson notes date [date].

I acknowledge that it is my responsibility to submit lesson notes in a timely manner, and I regret that I did not fulfill this obligation promptly.

I want to assure you that all my lesson plans and materials have been diligently prepared and implemented in the classroom. However, due to a temporary lapse in organization, coupled with some family matters I failed to submit the notes for vetting as required.

I understand the importance of maintaining thorough records and ensuring accountability as a teacher. For that reason, I have taken immediate steps to address this issue and have implemented a more robust system to ensure that all future lesson notes are submitted on time.

I will be available for further explanation, should that become necessary. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Signature]

[Your Position]

[Your Contact Information]