Excuse Letter for Principal

Dear Parents,

I am writing to inform you that I will not be able to attend the upcoming parent-teacher conference. Unfortunately, I have been called out of town on urgent business and will not be able to return in time for the conference. I apologize for any inconvenience this may cause. I hope, you will consider my situation.

If you have any questions or concerns that you would like to discuss, please do not hesitate to contact me at 555-555-1234.

Thank you for your understanding.

Sincerely,

Your child's principal