

Letter of Concern Regarding Prolonged Absence

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding your prolonged absence from [insert context, e.g., work, school, etc.]. It has come to my attention that you have not been present for an extended period, and I want to ensure that everything is alright.

Your contributions are greatly valued, and your absence has been felt by all. If there are any challenges you are facing or if you need support, please do not hesitate to reach out. We are here to help you in any way we can.

Please let us know if you plan to return and if there is anything we can do to assist during this time.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]