

Attendance Alert

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are writing to inform you about your child, [Student's Name], and their recent attendance record.

As of today, [Student's Name] has been absent for [number of days] days this semester. Regular attendance is crucial for academic success, and we encourage you to discuss the importance of consistent school attendance with your child.

If there are any circumstances affecting [Student's Name]'s ability to attend school regularly, please feel free to reach out to us. We are here to support your family in any way we can.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]