

# Attendance Concern Letter

Date: [Insert Date]

Dear [Parent's Name],

I hope this message finds you well. I am writing to express our concern regarding your child, [Student's Name], and their recent attendance record at [School's Name].

We have noticed that [he/she/they] has been absent for [number of days] on [specific dates or timeframe]. Regular attendance is crucial for academic success and social development, and we want to ensure that [Student's Name] is receiving the support needed to attend school consistently.

Please feel free to contact us at [School's Phone Number] or [School's Email Address] to discuss any challenges that may be affecting [his/her/their] attendance. We are here to help and would like to work together to find a solution.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[School's Phone Number]