

Attendance Issue Notification

Date: [Insert Date]

Dear [Parent's Name],

We hope this message finds you well. We are reaching out to discuss a concern regarding your child, [Child's Name]'s attendance at [School Name].

As of today, [Child's Name] has missed [Number] days of school this semester. Regular attendance is crucial for your child's academic success and social development.

We kindly ask you to address this issue and encourage your child to attend school regularly. If there are any underlying issues or if you need support, please do not hesitate to contact us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]