

# Dear [Family Name],

We hope this message finds you well. As we continue our academic journey at [School Name], we want to take a moment to remind you of the importance of regular attendance for your child.

Consistent attendance is vital for maintaining a steady learning pace and fostering a sense of community among our students.

Please remember that school hours are from [start time] to [end time], and we kindly ask that your child arrives on time each day. If your child is unable to attend, please notify our office at [contact information] as soon as possible.

Thank you for your cooperation and support in ensuring your child's success this school year.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]