

Truancy Warning Letter

Date: [Insert Date]

To: [Parent/Guardian's Name]

[Parent/Guardian's Address]

Dear [Parent/Guardian's Name],

We are writing to inform you that your child, [Student's Name], has been absent from school on multiple occasions without valid justification. As a private institution, we value the importance of regular attendance and recognize its impact on your child's academic success.

As of [Insert Date], we have recorded [Number] unexcused absences. Attendance records indicate that your child was absent on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

We understand that there may be circumstances contributing to these absences, and we encourage you to reach out to us to discuss any matters affecting your child's attendance. It is crucial for your child's educational journey that we work together to address this issue.

Please consider this letter as a formal warning regarding truancy. Continued absences may lead to further actions, including a meeting to discuss your child's progress and attendance or potential consequences as outlined in our school policies.

We appreciate your attention to this important matter and look forward to your cooperation in ensuring your child's regular attendance.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]