

[Your Name]  
[Your Position]  
[Your Department]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Department]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the recent instances of absenteeism recorded in your department. It has come to our attention that several team members have been frequently absent, which may impact our overall productivity and team cohesion.

We would appreciate your assistance in addressing this matter. Please provide us with any relevant information regarding the situation, and if possible, suggest potential solutions or support that may be beneficial to the affected employees.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Contact Information]