

# Important Update: Changes in Attendance Requirements

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of important changes to our attendance requirements that will take effect on [Effective Date].

The new attendance guidelines are as follows:

- All students are required to attend a minimum of [X] classes per semester.
- Absences must be reported to the administration within [Y] days.
- Students will be allowed [Z] excused absences per semester.

We believe these changes will enhance the learning experience and ensure that all students benefit from their time at [Institution Name]. For any questions or clarifications, please do not hesitate to reach out to [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,  
[Your Name]  
[Your Title]  
[Institution Name]