

# Notice of Unexcused Absenteeism

Dear [Student's Name],

This letter serves as a formal notice regarding your recent absenteeism from school. Our records indicate that you have accrued [number] unexcused absences during the [specific time period].

It is important to understand that excessive unexcused absences can significantly impact your academic performance and may result in disciplinary action in accordance with school policy.

We encourage you, along with your parent(s)/guardian(s), to schedule a meeting with your teacher or school counselor to discuss the reasons for your absences and to develop a plan to improve your attendance.

Please take this matter seriously. Your education is our priority, and we want to support you in any way we can.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]