

Attendance Conduct Advisory

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

We are writing to address a concern regarding your attendance and conduct in [Course/Class Name] during the [term/semester/year]. Our records indicate that you have had multiple absences and that your conduct has not met the expectations of our academic community.

Regular attendance is crucial for your academic success, and we encourage you to take the necessary steps to improve your participation. Your presence in class not only benefits you but also contributes to the learning environment for your peers.

We invite you to meet with [Specify Person/Department] to discuss this matter further and outline a plan to ensure your success moving forward. Please schedule a meeting by [Insert Date].

Thank you for your attention to this important issue. We look forward to your cooperation.

Sincerely,

[Your Full Name]

[Your Position]

[School/Organization Name]

[Contact Information]