

Attendance Requirement Reminder

Dear [Employee/Student Name],

This is a friendly reminder regarding the attendance requirements for [Course/Position/Program Name]. As per our guidelines, it is essential to maintain regular attendance to ensure your success and participation.

Please note that:

- Attendance is mandatory for [specific number] of sessions.
- Excessive absences may result in [consequences].

If you are facing any issues that affect your ability to attend, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]