

# Student Absenteeism Notification

Dear Parent/Guardian,

We hope this message finds you well. This letter is to inform you that your child, **[Student's Name]**, was absent from school during the examination period held on **[Dates of Exams]**.

Attendance during examinations is crucial for academic success, and we would like to discuss the impact of these absences on **[Student's Name]**'s academic progress.

Please contact us at your earliest convenience to discuss the matter further. We believe it is important to work together to ensure that **[Student's Name]** receives the necessary support.

Thank you for your attention to this important matter.

Sincerely,

**[Your Name]**

**[Your Title]**

**[School Name]**

**[Contact Information]**