

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are reaching out to discuss an important matter regarding your child, [Student's Name], and their attendance at [School's Name].

It has come to our attention that [Student's Name] has accumulated [number] absences thus far this school year. Regular attendance is crucial for their academic success, and we want to ensure they are receiving the best educational experience possible.

In light of this, we would like to implement an Attendance Improvement Plan to support [Student's Name] in achieving better attendance. This plan will include:

- Regular check-ins with a designated staff member.
- Setting specific attendance goals.
- Providing resources or assistance that may help improve attendance.
- Regular updates to you on [Student's Name]'s progress.

We kindly ask for your support in encouraging [Student's Name] to attend school regularly. Please feel free to reach out to us with any concerns or if you would like to discuss the plan further.

Thank you for your attention to this matter, and we look forward to collaborating to help [Student's Name] succeed.

Sincerely,

[Your Name]
[Your Position]
[School's Name]
[Contact Information]