

Dear [Parent's Name],

I hope this message finds you well. I am writing to inform you about your child, [Student's Name], and their attendance record at [School's Name].

We have noticed that [Student's Name] has accumulated a significant number of absences this semester, reaching a total of [Number] days. This level of absenteeism may negatively impact [his/her/their] academic progress and overall school experience.

We understand that there can be various reasons for absences, and we would like to support you and your child in overcoming any barriers to regular attendance. We encourage you to reach out if there are specific issues affecting [Student's Name]'s ability to attend school regularly.

Please feel free to contact me at [Contact Information] to discuss this matter further or to set up a meeting. Together, we can work towards improving [Student's Name]'s attendance.

Thank you for your attention to this important issue.

Sincerely,

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