

Dear Parent/Guardian,

We hope this message finds you well. We are writing to inform you about your child's recent absenteeism from school. Attendance is crucial for academic success, and we want to ensure we support your child in overcoming any challenges they may be facing.

To discuss this matter further, we would like to invite you to a counseling meeting. This meeting will provide us the opportunity to understand the circumstances behind your child's absences and explore ways we can assist in improving their attendance.

Meeting Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please confirm your attendance by [Insert RSVP Deadline]. We appreciate your cooperation and look forward to working together to support your child.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]