

Notification of Excessive Tardiness

Date: [Insert Date]

Dear Parent/Guardian,

We hope this message finds you well. We are writing to inform you about your child, [Student's Name], who has been excessively tardy to school this semester.

As of today, [he/she/they] has been late to school on [number of occasions] occasions. Regular attendance and punctuality are critical for [his/her/their] academic success and overall development.

We understand that there may be circumstances contributing to this issue. We encourage you to discuss this matter with your child and identify any challenges they may be facing.

We are here to support your family and would like to work together to improve [Student's Name]'s attendance. Please feel free to contact us at [School's Phone Number] or [School's Email] to discuss this further.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School's Name]