

Dear Parent/Guardian,

This letter serves as a notification regarding your child, **[Student's Name]**, who has been absent from school for **[Number of Days]** days.

As per **[School Name]** policy, we would like to remind you that consistent attendance is crucial for your child's academic success. Excessive absenteeism can negatively impact their learning and progression.

If your child is facing any challenges that contribute to their absenteeism, please do not hesitate to reach out to us. We are here to provide support and resources as needed.

We kindly ask that you ensure your child attends school regularly moving forward.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]