

Dear Parent/Guardian,

We hope this message finds you well. We are writing to inform you about your child's recent absences from school.

Student Name: [Student's Name]

School: [School Name]

Grade: [Grade Level]

Date of Absences: [Dates of Unexcused Absences]

It has come to our attention that your child has missed school on the above dates without a valid excuse. Regular attendance is crucial for academic success, and we encourage you to discuss this matter with your child.

Please contact the school office at [School Phone Number] if you have any questions or if there are circumstances we should be aware of. We are here to support you and your child.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]