

Attendance Concern Notification

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to bring to your attention a concern regarding your attendance at [School/Institution Name]. Our records indicate that you have [insert number] absences during the [specific term/semester].

Regular attendance is crucial for your academic success, and we encourage you to take proactive measures to improve your attendance. If there are any specific issues affecting your ability to attend classes, please feel free to reach out to us.

We are here to support you and want to work together to address any challenges you may be facing.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[School/Institution Name]

[Contact Information]