

Letter of Acknowledgment for Tardy Attendance

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

We would like to acknowledge your recent tardy attendance on [Insert Dates]. We understand that there may be various reasons for your late arrivals, and we appreciate your efforts to communicate with us.

Timeliness is important for your learning and participation in class activities. We encourage you to try to arrive on time to ensure you do not miss valuable instruction time.

If you are facing any challenges that are impacting your ability to arrive on time, please feel free to discuss them with us. We are here to support you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]