

Notification of Prolonged Student Absence

Date: [Insert Date]

To: [Parent/Guardian Name]

Address: [Parent/Guardian Address]

Dear [Parent/Guardian Name],

We hope this message finds you well. We are writing to inform you that [Student's Name], a student in [Grade/Class Name], has been absent from school for an extended period of time since [Start Date of Absence].

We understand that the circumstances may vary, and we want to ensure that [Student's Name] receives the necessary support during this time. Please provide us with any information regarding [his/her] absence and detailed updates on [his/her] health and well-being.

If you need assistance in completing any schoolwork or resources, do not hesitate to reach out to us. We are here to help facilitate [Student's Name]'s return to school.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]