

# Attendance Status Notification

Date: [Insert Date]

Dear [Parent's Name],

We hope this message finds you well. We are writing to inform you about the attendance status of your child, [Child's Name], who is enrolled in [Class/Grade Name].

As of [Insert Date], your child's attendance record shows the following:

- Total Number of School Days: [Total Days]
- Days Attended: [Days Attended]
- Days Absent: [Days Absent]
- Reasons for Absences: [List Reasons]

We encourage you to address any concerns regarding attendance. Consistent attendance is crucial for your child's academic success.

If you have any questions or need further assistance, please do not hesitate to contact us at [School's Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]