

Attendance Recovery Program Notification

Date: [Insert Date]

Dear [Student's Name],

We are writing to inform you about the Attendance Recovery Program that is designed to assist students who have incurred excessive absences during the current academic period. Your recent attendance record indicates that you have missed [insert number] days of school.

We understand that there can be various reasons for absenteeism, and we are here to support you in getting back on track. The Attendance Recovery Program will provide you with opportunities to make up for missed sessions and improve your attendance record.

Program Details:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Location:** [Insert Location]
- **Schedule:** [Insert Schedule]

Please confirm your participation by [Insert Confirmation Deadline]. You can do so by contacting [Insert Contact Information]. Attendance is mandatory for all sessions in order to successfully complete the program.

We appreciate your cooperation and look forward to seeing you in the program. If you have any questions or concerns, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]