

Learner Attendance Rectification Plan

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Attendance Rectification Plan for [Learner's Name]

Dear [Recipient's Name],

We are writing to address the attendance records of [Learner's Name]. After reviewing the attendance data, we have noted several discrepancies that need rectification.

Attendance Issues Identified

- [Date and Nature of Absence]
- [Date and Nature of Absence]

Rectification Plan

To correct these attendance issues, we propose the following steps:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

We believe that with this plan, [Learner's Name] will be able to improve their attendance record. We appreciate your cooperation and support in this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]