

Letter of Appeal for School Attendance Review

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally appeal the recent decision regarding my child's school attendance. My child, [Child's Name], is currently enrolled in [Grade/Class] at [School Name]. We received notification on [Date of Notification] concerning the review of his/her attendance record.

We acknowledge that [Child's Name] has had a number of absences due to [briefly explain reasons such as illness, family issues, etc.]. We have taken steps to address these issues and ensure that [he/she] maintains consistent attendance moving forward.

We kindly request a reconsideration of [Child's Name]'s case, taking into account the following points:

- [Point 1: Explain mitigating circumstances]
- [Point 2: Offer evidence of attempts to improve attendance]
- [Point 3: Highlight academic progress and commitment]

We believe that with proper support and understanding, [Child's Name] can successfully continue [his/her] education at [School Name]. We are committed to working closely with the school to ensure a brighter path for [him/her].

Thank you for considering our appeal. We would greatly appreciate the opportunity to discuss this matter further.

Sincerely,

[Your Full Name]

[Your Relationship to Child]

[Your Contact Information]