

Notification of Prolonged School Absence

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the prolonged absence of [Student's Name] from school, which began on [Start Date] and is expected to continue until [Expected Return Date].

We understand that circumstances may arise that prevent a student from attending school, and we want to ensure that [Student's Name] receives the necessary support during this time.

Please feel free to reach out to us if you have any questions or would like to discuss how we can assist [Student's Name] during their absence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]