

# Letter of Concern Regarding School Attendance

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I am writing to express my concern regarding my child, [Child's Name], and their recent attendance at [School's Name]. I have noticed that [he/she/they] has been absent more frequently than usual, and I believe it is important to address this issue.

I understand that school attendance is crucial for [Child's Name]'s academic success and overall well-being. As a concerned parent, I would appreciate any insights or recommendations you may have to support [Child's Name] in improving [his/her/their] attendance.

Thank you for your attention to this matter. I look forward to your response and working together to ensure [Child's Name]'s success at school.

Sincerely,

[Your Name]

[Your Contact Information]