

# Request for School Attendance Meeting

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a meeting regarding my child, [Child's Name], and their school attendance. I believe it is important to discuss their current progress and any underlying issues that may be affecting their attendance.

Could we schedule a meeting at your earliest convenience? I am available on [insert your availability], but I am willing to adjust to accommodate your schedule as needed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Child]