

Absence Advisory Letter

Date: [Insert Date]

Dear Guardian(s),

We hope this message finds you well. We are writing to inform you that your child, [Student's Name], has been absent from school on [Dates of Absence]. It is important for us to ensure the well-being of our students and to keep you informed about their attendance.

If you have any questions or if there are circumstances we should be aware of, please do not hesitate to reach out to us. We encourage your child to catch up on any missed assignments and to communicate with their teachers regarding their absence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]