

Dear [Family's Last Name] Family,

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 the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

We understand that there may be various reasons for these absences, and we are here to support your child in catching up with their studies. Please do not hesitate to reach out if you have any questions or if there is anything we can do to assist.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[School's Name]

[Contact Information]