

Absenteeism Alert

Date: [Insert Date]

Dear [Guardian's Name],

We hope this message finds you well. We are writing to inform you that your child, [Student's Name], has been marked absent from school on [insert dates]. Regular attendance is crucial for student success, and we want to ensure that any barriers to attendance are addressed promptly.

Please feel free to reach out to us if you have any questions or need support regarding your child's attendance. We encourage open communication and are here to assist you in any way possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]