

Dear Parents/Guardians,

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 [Date(s) of Absence].

It is important for us to maintain accurate attendance records, and we encourage you to provide us with a brief explanation regarding this absence. This will assist us in understanding any issues your child may be facing.

If your child is experiencing any difficulties, please do not hesitate to reach out to us. We are here to support both you and your child.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]