

# Notification of Absence

Date: [Insert Date]

Dear [Parent/Guardian's Name],

This letter is to inform you that your child, [Student's Name], has missed a total of [Number of Days] days of school from [Start Date] to [End Date].

We understand that there may be various reasons for these absences, and we encourage you to reach out if you have any concerns or if there is anything we can do to support your child during this time.

Please ensure that your child stays up to date with assignments and classwork missed during their absence. If you require assistance or would like to discuss this matter further, please feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]