

Parental Notice of Student Attendance

Date: _____

To: [Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I am writing to inform you that my child, [Student's Name], a student in [Grade/Class Name], has been experiencing attendance issues due to [reason, e.g., illness, family emergency, etc.].

We are taking the necessary steps to address this matter and ensure that [he/she/they] maintain regular attendance moving forward. I kindly ask for your understanding and support during this time.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you need further information or assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to Student]

[Your Contact Information]