

After-School Detention Notice

Date: [Insert Date]

Dear [Student's Name],

This letter is to inform you of your scheduled after-school detention on [Insert Detention Date] at [Insert Time] in [Insert Location].

We acknowledge that your absence on [Insert Absence Date] was excused due to [Insert Reason for Absence]. However, per school policy, the detention is required due to [Insert Reason for Detention].

Please make arrangements to attend, as failure to do so may result in further consequences. If you have any questions or need to discuss this matter, please feel free to contact [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]