

Dear [Student's Name],

We hope this message finds you well. We understand that you have been facing some challenges with attendance, and we want to offer our support to help you succeed academically.

Your education is very important to us, and we recognize that circumstances can sometimes make it difficult to attend classes regularly. We would like to provide you with the necessary resources and support to help improve your situation.

Resources Available:

- **Counseling Services:** To discuss any personal issues affecting your attendance.
- **Tutoring Programs:** Additional help in subjects you may be struggling with.
- **Flexible Class Options:** Online classes or recorded lectures for missed classes.
- **Attendance Liaison:** A designated staff member to help you navigate your challenges and stay on track.

Please let us know how we can assist you further. We encourage you to reach out to us at [contact information] to discuss your needs and explore these resources.

We are here to help you succeed!

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]

[Contact Information]