

# Acknowledgment of Absence Notification

Date: [Insert Date]

Dear [Student's Name],

We have received your notification regarding your recent absence from school on [insert dates]. We acknowledge your situation and appreciate your prompt communication.

If you require any assistance or need to discuss make-up assignments, please feel free to reach out.

Thank you for keeping us informed.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]