

[Your Name]
[Your Title]
[Your School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Relation to the Student]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a concern regarding [Student's Name]'s attendance at [School/Organization Name]. It has come to our attention that [specific details about attendance issues, e.g., number of absences, dates]. Regular attendance is crucial for [Student's Name]'s academic progress, and we would like to work collaboratively to improve this situation.

We understand that there may be various factors contributing to these absences. We are here to provide support and resources to help [Student's Name] stay engaged and healthy. Please feel free to reach out if there are specific challenges or circumstances that need to be discussed. We would appreciate the opportunity to meet with you to discuss this matter further. Please let us know your availability for a meeting. Together, we can create a plan to ensure regular attendance moving forward.

Thank you for your attention to this important matter. We look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your School/Organization Name]