

[Your Name]
[Your Position]
[Your Organization/School Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization/School Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we begin [specify the term, semester, or new project], I would like to take this opportunity to outline our expectations regarding attendance to ensure that everyone is on the same page.

Attendance is crucial for [mention the importance, e.g., academic success, participation, collaboration]. Our expectations are as follows:

1. ****General Attendance****: Students are expected to attend [specify number] classes per week and be present for all scheduled sessions.
2. ****Notification of Absences****: If a student is unable to attend, we ask that they notify [provide contact person or office] at least [specify time frame] in advance, or as soon as possible in case of emergencies.
3. ****Make-up Work****: Students who miss classes are responsible for obtaining any missed assignments or notes and ensuring that they complete required work promptly.
4. ****Consequences of Excessive Absences****: It is important to note that excessive absences may impact [mention potential consequences, e.g., grades, participation, credit].
5. ****Support Resources****: We understand that circumstances may arise, and we encourage students to seek support from [mention any relevant resources, such as counseling services or academic advisors] if needed. We value your commitment to [state purpose, e.g., education, teamwork], and we believe that adhering to these attendance expectations will greatly contribute to a positive and productive experience for everyone involved.

Thank you for your attention to this important matter. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/School Name]