

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

Dear [Parent/Guardian Name],

I hope this letter finds you well. I am reaching out to discuss an important aspect of your child's academic journey--attendance. Regular attendance is crucial for academic success and personal growth, and I wanted to take a moment to highlight its significance.

We have noticed that [Child's Name] has had some challenges with attendance recently. While there may be valid reasons for these absences, consistent participation in class greatly enhances learning and helps build essential skills.

We encourage you to support [Child's Name] by establishing a routine that prioritizes school attendance. Simple strategies, such as preparing for school the night before or setting a consistent wake-up time, can make a significant difference.

We appreciate your partnership in fostering a positive learning environment. Please feel free to reach out to us if you have any questions or need assistance. Together, we can help [Child's Name] achieve their full potential.

Thank you for your attention to this matter.

Warm regards,

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