

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
JK School

[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to inform you about my child's attendance at JK School.

[Child's Name] has been enrolled in [Grade/Class] since [Start Date], and I want to address their attendance record. [Brief explanation regarding attendance, e.g., reasons for absence, any necessary arrangements made, etc.].

We appreciate the support and understanding from the school regarding these matters. Please feel free to contact me if further discussion is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to the Child]