

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to address my recent attendance issues which have caused concern.

Due to [brief explanation of circumstances, e.g., personal health issues, family emergency, etc.], I was unable to attend [specific dates or duration]. I understand the importance of consistent attendance and assure you that this situation was beyond my control.

I am committed to making up for any missed work and ensuring that I stay on track with my responsibilities. I appreciate your understanding and support during this time.

Thank you for your attention to this matter. Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Position/Relationship to the Recipient, e.g., Student/Employee]