

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

Dear Parents/Guardians,

I hope this message finds you well. I am writing to discuss an important issue regarding your child's attendance at school.

It has come to my attention that [Student's Name] has been experiencing frequent absences, specifically on [list specific dates or patterns if applicable]. Consistent attendance is crucial for their academic success and social development.

We understand there may be legitimate reasons for these absences, and we are here to support you. We encourage you to communicate any challenges you may be facing, so we can work together to find solutions.

Please feel free to reach out to me at [your phone number] or [your email address] to discuss this matter further. Thank you for your attention to this important issue.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]