

[Your School's Letterhead]

[Date]

[Parent/Guardian's Name]

[Parent/Guardian's Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

Subject: Attendance Notification

We wish to inform you that your child, [Student's Name], has been noted for irregular attendance at [School Name]. Our records indicate that [he/she/they] has missed [number] days of school during this semester. Regular attendance is crucial for [Student's Name]'s academic success. We encourage you to discuss the importance of attending school regularly with [him/her/them].

If there are any underlying issues or if you require assistance, please feel free to contact us at [School Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]

[School Website]