

[Your School/Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Attendance Notification

We hope this message finds you well. We are writing to inform you about [Student's Name/Employee's Name]'s attendance record for the past [specify timeframe: weeks/months/semester].

[Student's Name/Employee's Name] has been absent from [classes/work] on the following dates:

- [Date 1]

- [Date 2]

- [Date 3]

We understand that there can be various reasons for these absences, and we encourage open communication. If there are factors affecting [his/her/their] attendance, please feel free to reach out to us at [contact information].

To ensure [Student's Name/Employee's Name]'s success, we encourage [him/her/them] to make up for any missed work or assignments. [Optional: Mention any support/resources available].

Thank you for your attention to this matter. We look forward to working together to support [Student's Name/Employee's Name] in achieving [his/her/their] academic/professional goals.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]