

[Your Name]  
[Your Position]  
[Your Institution]  
[Institution Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Individualized Attendance Assessment

I hope this message finds you well. This letter is to provide an individualized attendance assessment for [Student's Name], a student in [grade/class/section] at [Institution].

Over the course of the term/semester, [Student's Name] has exhibited the following attendance patterns:

- Total Days of Class Held: [Number]
- Total Days Attended: [Number]
- Percentage Attendance: [Percentage]%

[Additional observations regarding attendance, e.g., reasons for absences, participation during attended days, patterns noticed, etc.]

It is essential to address the impact of attendance on [Student's Name]'s academic performance. [Discuss any concerns or positive notes regarding their learning experience tied to attendance.]

We encourage ongoing communication and support to enhance [Student's Name]'s engagement in the upcoming term. [Optional: Suggest a meeting or resources for further support.]

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Institution]