

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Attendance Issues

We hope this letter finds you well. We are writing to formally notify you about a concern regarding your recent attendance at [School/Organization Name].

On [specific dates], we noted that you were absent from [describe the relevant program or class], which has raised concerns regarding your engagement and participation. Regular attendance is crucial for [state the importance of attendance related to the program].

We encourage you to reach out to discuss any challenges you may be facing. Our goal is to support you in achieving your best. Please contact us at [contact information] to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]