

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[University/Department Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address my attendance record for the [specific course or program] during the [specific semester/year].

Due to [briefly explain the reasons for your attendance issues, e.g., health issues, personal challenges, etc.], I have faced difficulties in maintaining consistent attendance. I understand the importance of being present and engaged in my studies, and I am committed to improving my attendance moving forward.

To address this issue, I have implemented the following strategies:

1. [List specific strategies, e.g., setting reminders, planning my schedule more effectively, seeking additional support, etc.]
2. [Another strategy]
3. [Another strategy]

I am fully aware of the implications that my attendance has on my overall academic performance and am dedicated to making necessary improvements. I appreciate your understanding and support as I work towards better attendance and participation in my classes.

Thank you for your attention to this matter. I look forward to discussing any further steps I can take to enhance my academic experience.

Sincerely,

[Your Name]  
[Your Student ID]