

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

[Parent/Guardian's Name]
[Parent/Guardian's Address]
[City, State, Zip Code]

Dear [Parent/Guardian's Name],

Subject: Nursery Attendance Record for [Child's Name]

We hope this message finds you well. Please find below the attendance record for your child, [Child's Name], for the month of [Month/Year].

****Attendance Summary:****

- ****Total Days Enrolled:**** [Total Days]
- ****Days Attended:**** [Days Attended]
- ****Days Absent:**** [Days Absent]

****Details:****

- [Date] - Present
- [Date] - Present/Absent
- [Date] - Present/Absent
- [Additional Dates]

We encourage regular attendance to support your child's learning and development. If you have any questions or concerns regarding this record, please do not hesitate to reach out.

Thank you for your continued support.

Warm regards,

[Your Name]
[Your Position]
[Your Nursery's Name]