

\_\_\_\_\_, \_\_\_\_\_, 200\_\_

Dear Mr./Mrs.:

As stated in the letter dated \_\_\_\_\_, the Teacher/Course Tutor of your son/daughter \_\_\_\_\_ contacted you in order to clarify the absence of your son/daughter from School on the date \_\_\_\_\_

In view of the fact that you did not attend the above mentioned meeting, you are kindly requested to come to this Centre on \_\_\_\_\_ at \_\_\_\_\_ hours in \_\_\_\_\_ .

Please inform me - personally or by telephone – if you are unable to attend in order to arrange another appointment at a more suitable time.

It is my duty to inform you that, if you do not attend the meeting on the above mentioned date and I have no evidence of the reasons for do not attending the meeting and therefore the absence of your son/daughter, the Centre will be obligated to inform the Education Municipal and Community Authorities of the facts in order to resolve the problem through the correct channels determined by current legislation.

Please, contact me if you have any questions. Yours faithfully,

Signatory: \_\_\_\_\_

DIRECTOR OF STUDIES