

_____, _____, 200__

Dear Mr./Mrs.:

As the Teacher of your son/daughter _____
I am writing to inform you that he/she has been absent from school on _____
_____ without any letter of justification.

In order to clarify this matter, would you please come to this school on
_____ at _____ am/pm in
_____ of this school.

Please inform me personally or by telephone, if you are unable to attend in order
To arrange another appointment at a more convenient time .

Yours faithfully,

Signature: _____
Class Tutor _____
School: _____

Note: this notification shall be submitted with the signature of the Father/Mother or Guardian to the Department of Studies within three days of receiving it.