Dear _______________________________,

Your child, _______________________________ was absent on the following dates

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Our school is required by law to keep a record of all absences and to retain written notes detailing the dates and reasons for these absence/s. Could you please forward this note as soon as possible.

Thank you very much,

-------------------------------------------------------------------------------------------------------

To,
My child _______________________________ was absent on the following date/s

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

due to ___________________________________________________________________________
________________________________________________________________________________

Signed

____________________________________