[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I hope you are doing well.

I was waiting to hear from you. You did not even attend the parents meeting last week. So, I decided to get in touch with you myself.

Mark has been a wonderful student and one of my most favorite. He was really doing well in studies and extra-curricular activities. I always give his example to all other students. But recently, I noticed his lack of interest in studies. As a teacher, I thought he might need some time. I was trying to counsel him as well. After the counseling, I was expecting to see an improvement in his behavior. Instead, he has stopped showing up at school.

This has left me very concerned. It has been two weeks since he is absent. I did not hear from him or anyone regarding his absence. As you know we have some policies to abide by and this is my final warning. Please make sure to send Mark back to school as soon as possible.

With thanks

Thomas