**DATE:**

**Subject: An email regarding short attendance**

Respected Sir,

We are regretfully informing you that your son (mention the name) enrolled in (grade name) with the roll number 2423 in our school is not coming to attend his classes regularly.  It is being brought to your notice that the education of your son is being affected due to poor attendance. He is going to appear in the annual exam this year with below-average attendance.

Teachers of all subjects of your son have warned him of his irregular appearance in class but he does not seem to change his mind and pay attention to his studies. He sits in the company of some students who have a bad reputation. Their attendance is also short. We have notified him many times about his situation. But he has never paid attention to what he is told.

We are compelled to write this email to you because we are left with no other option. We hope that after reading this email, you will take strict action against your son’s short attendance. If you want to see him prosper in the future and get good grades, please help me become regular.

Regards,

Name of the sender

Sender’s designation