**Subject: Important Notice: Attendance Requirement Not Met**

**tgb**

**vfr**

**qsc**

Dear tgb,

I hope this message finds you well.

We are writing to inform you that pas has not met the attendance requirements for the current academic period. Maintaining consistent attendance is crucial for [his/her] academic success and development.

According to our records, pas has attended 63 out of 75 required school days. This means [he/she] has been absent for [Number of Days Absent] days. As per the school's attendance policy, students must maintain a minimum attendance rate of 75% to ensure they are keeping up with the curriculum and classroom activities.

We understand that there may be various reasons for these absences, and we would like to work with you to address any concerns or challenges that may be affecting pas's ability to attend school regularly. Please contact us at your earliest convenience to discuss how we can support pas in improving [his/her] attendance.

You can reach us at [School Phone Number] or via email at [School Email Address]. We are committed to pas's success and are here to help in any way we can.

Thank you for your attention to this important matter. We look forward to working together to ensure pas's educational success.

Sincerely,

Qwerty

Dept. of Attendance

Darshan University