

Dear StudentName,

Our attendance system has notified us that you have missed two consecutive weeks of lectures. We are writing to advise our concerns regarding this.

It is important that you contact us as soon as you are aware that absences might occur. Attendance to lectures has a direct correlation with your success here at the institution. It is in our best interests to support you if there are reasons for your absences.

Failure to acknowledge this letter could lead to disciplinary action being taken as per the Institution's terms and conditions.

Yours Sincerely,