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**[School Name][Logo]**

Mr/Mrs./Ms Parent1,

This letter serves to provide an official warning to **Donald Ducky** for his/her unfavourable attendance records.

This is to inform you that the aforementioned student was absent for **10 total days for this year**. If the student's attendance in the upcoming days does not improve, you will have to meet the principle regarding the student's absenteeism.

We remind you that the college regulations state that if a student is absent for 3 consecutive days or 10 total days per year irrespective of any reason, it will be considered as violation of school attendance policy. Please be guided accordingly.

Sincerely,

[Principal Name]  
Principal of [School Name]