[Darshan University]

[xx/xx/xxxx]

Dear Parents/Guardians,

Subject: Attendance of Your Child

We hope this letter finds you well. We are writing to inform you about the attendance of your child, [Student's Name], at [University Name]. As part of our commitment to ensuring the academic success and overall well-being of our students, we closely monitor attendance records to support their educational journey.

It has come to our attention that [Student's Name] has been absent from several classes recently. Regular attendance is crucial for academic progress, as it enables students to fully engage with course materials, participate in discussions, and benefit from the educational experience we strive to provide.

We kindly request your assistance in encouraging [Student's Name] to attend classes regularly. Consistent attendance not only enhances learning but also fosters a sense of responsibility and commitment that are essential for personal and professional development.

Please feel free to reach out to us if there are any concerns or if you require further information regarding [Student's Name]'s attendance record. We are here to support our students and their families throughout their academic journey at [University Name].

Thank you for your cooperation and ongoing support.

Warm regards,

[Gopi Sanghani]

[Din]

[Darshan University ]

[Phone: 097277 47310]