

Dated: {CURRENT\_DATE}

From

HOD {BRANCH},

SITAMS COLLEGE

To

{PARENT\_NAME}

{ADDRESS}

**SUBJECT**: - **ATTENDANCE REPORT - {STUDENT\_NAME} (Roll Number: {ROLL\_NUMBER})**

Dear {PARENT\_NAME},

We are writing to inform you of {STUDENT\_NAME}’s current attendance status. As of {CURRENT\_DATE}, {STUDENT\_NAME} has {ATTENDANCE}% attendance which is less the acceptable criteria 75%.

Regular college attendance is crucial for your child's academic success. If their attendance remains low, we may need to discuss ways to improve it.

Thank you for your attention to this important matter.

Sincerely,  
HOD {BRANCH}  
SITAMS COLLEGE