

Dated: {CURRENT\_DATE}

From

HOD {BRANCH},

SITAMS COLLEGE

To

{PARENT\_NAME}

{ADDRESS}

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

Dear {PARENT\_NAME},

I hope this letter finds you well. I am writing to inform you about the attendance record of your child, {STUDENT\_NAME}, who is currently enrolled in the {BRANCH} department has {ATTENDANCE}% attendance.

{STUDENT\_NAME} has not met the required 65% attendance threshold for this term and has been detained. Regular attendance is crucial for academic success, and we encourage you to discuss any concerns with us. We appreciate your cooperation in ensuring improved attendance. Please contact us if you wish to schedule a meeting or need assistance.

Thank you for your attention to this matter. We look forward to working together to help {STUDENT\_NAME} succeed.

Sincerely,  
HOD {BRANCH}  
SITAMS COLLEGE