

English Banana.com

Schools

Letter Regarding Non-Attendance

Date

School Name

School Address

School Phone No.

School Email Address

Student Name

Student Address

Dear _____ (*Student Name*)

I'm writing to you because you have recently missed _____ (*No. of Classes Missed*) classes of your English course.

I would like to know whether you intend to continue with the course. Please contact me as soon as possible at the above address to let me know whether you are planning to return to your course. If you have any problems with the course that you would like to discuss, I would be happy to meet with you.

If I don't hear from you within the next 7 days I will assume that you do not wish to continue with the course and your place may be offered to another student.

I hope to hear from you soon.

With best wishes from

Teacher's Signature

Print Name

Job Title