*(Face-to-face class)*

October 6, 2017

Student Name

Mailing Address

City, State Zip Code

Dear Student First Name,

You are enrolled in my <NAME OF YOUR CLASS>. You have missed # number of classes. The last date you attended class was <DATE>.

You need to begin attending class and submitting assignments by <DAY OF WEEK, MONTH, DAY> or I will recommend that you be dropped from this class for excessive absences. If you are withdrawn for excessive absences, you will be given a grade of “FE” which calculates as an “F” in your GPA. If you receive financial aid, this action could affect your financial aid eligibility.

Please talk to me if you have issues or challenges and we can discuss what your options are or if you have any questions. I cannot help you if you do not talk to me.

Thank you,

Instructor Name