

Attendance Appeal Letter Outline

Directions: The following information should be included in your letter to the attendance committee. Remember, this is a serious matter and should be treated as such. Please proofread the letter. The final draft should be nicely hand-written or typed.

Dear Attendance Committee,

Paragraph #1 - What is the reason/purpose of the letter you are writing?

Paragraph #2 - What are your reasons for your excessive absences and/or tardies?

Paragraph #3- What documentation have you provided for the attendance committee to review that supports your reasons?

Paragraph#4 - What have you learned? How will you improve your attendance?

Paragraph #5 - Thank you for taking the time to read my letter.

Sincerely,

Your Name

***Note: Some of your paragraphs may only be a sentence or two, while some of the paragraphs may be significantly longer.