

## Examples of Emails for Students' with More Than Two Absences

### Example 1:

**Subject:** We Miss You in Class

Dear [Student Name],

I hope this message finds you well. I noticed you have been missing classes recently, and I wanted to express my concern.

College life can be challenging and sometimes overwhelming, and it is normal to feel this way. Please remember that taking care of your physical and mental health is important first. Your well-being matters to us.

If you are facing difficulties in keeping up with the coursework or other issues preventing you from attending classes, please feel free to reach out to me. I am here to help and support you in any way I can. We can arrange extra tutorial sessions, or I can provide additional resources to help you catch up with the material you have missed.

Remember, every one of you is an integral part of our classroom community. Your contributions and participation enrich our discussions and learning experience. We miss your presence and look forward to seeing you in class soon.

Please do not hesitate to reach out if you need any assistance. Let's work together to ensure your success in this course.

Take care and stay safe.

Best regards,

[Professor's Name]

### Example 2:

**Subject:** Your Attendance in Class

Dear [Student Name],

I have noticed some absences in class recently. I understand that college can be challenging, and I want to assure you I am here to help.

Please reach out if you're struggling with the coursework or any other issues. We can arrange extra sessions or provide additional resources to help you catch up.

Your presence is valued in our class, and we look forward to seeing you soon. Please do not hesitate to ask for assistance.

Best,

[Professor's Name]