

COMMUNICATION OF ABSENCE FROM CAREI SPANISH REINFORCEMENT  
CLASSES

**COMUNICACIÓN FALTAS DE ASISTENCIA A CLASES DE REFUERZO DE  
ESPAÑOL DEL CAREI**

Dear Mr/Mrs:

, as the teacher of pupil:

.....(escribir nombre del alumno)

I am contacting you to inform you that your son/daughter has missed Spanish class on  
.....(fecha de la falta)

I would like to remind you that, as per internal rules, 3 unjustified absences will lead to  
exclusion from the programme.

I am writing to you so that you are informed and can justify this absence.

....., .....de.....de 20.....  
(escribir localidad) (escribir fecha)