

Date:

Dear Parents/Carers,

Your son/daughter was absent from school on:

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I would be grateful if you could let me know the reason for his/her absence.

Yours sincerely,

日期：

致貴家長/照料人：

你的兒子/女兒在下述日期沒有到校上課：

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請你告訴我他/她缺席的原因，多謝閣下合作。