

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,

Tarehe:

Kwa Wazazi/Walezi,

Mtoto wako hakuja shule siku ya:

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Ningefurahi kama ungenieleza ni kwa sababu gani mtoto wako hakuhudhuria masomo siku hiyo.

Wako mwaminifu,

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