

Please contact: Data Processing

Our ref:

Date:

Course Code:

**Medway Council - Regeneration, Culture, Environment
and Transformation Directorate**

Medway Adult Education

Rochester Centre

Eastgate

ROCHESTER

Kent ME1 1EW

Telephone: 01634 33 84 00

e-mail: adulteducation@medway.gov.uk

Assistant Director: Sonny Ee

Re: Medway Adult Education Course Absence

Dear

I am sorry you have been unable to attend class recently. I have tried contacting you but have had no success.

If there is a problem preventing you from attending please let us know, as we may be able to help.

When phoning in please be sure to quote your course number and or the day and title of the course.

I hope to see you in the near future.

Yours sincerely

Tutor

Course code: _____ Course Title: _____