



**College of Education and Professional Development**  
**Barbara P. Guyer National Center for H.E.L.P.**  
520 18<sup>th</sup> Street  
Myers Hall  
Huntington, WV 25755-2195-53  
T: 304-696-6256

Hello,

This letter is to confirm the absence of

for their scheduled tutoring appointment on at .

This is absence number this semester.

Don't forget your next scheduled appointment is on at .

I hope to see you there.

Sincerely,

Additional Tutor Comments:

If you have questions regarding student attendance, please contact Hillary Adams at [brown235@marshall.edu](mailto:brown235@marshall.edu). Please do not respond directly to the tutor.