

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Institution/Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Attendance Certificate

This is to certify that [Student's Name], [Student's ID/Enrollment Number], has attended [Course/Program Name] from [Start Date] to [End Date]. During this period, [he/she/they] attended [number] sessions/classes and has demonstrated [brief description of performance or participation].

Should you require further information, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]

[Your Contact Information]