

[Your Institution/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Attendance Certificate

This is to certify that [Student/Participant Name] has attended
[Course/Program Name] held from [Start Date] to [End Date] at [Location].
The attendance recorded is [Percentage]% over the duration of the
program.

We commend [him/her/them] for [his/her/their] dedication and active
participation throughout the course.

Should you require any further verification or information, please feel
free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization Name]

[Contact Information]