

[Your School's Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: School Attendance Certificate

Dear [Recipient's Name],

This is to certify that [Student's Full Name], son/daughter of [Parent's/Guardian's Name], is a student of [Grade/Class] at [School Name]. [He/She] has been enrolled in our institution from [Start Date] to [End Date].

During this period, [Student's First Name] has maintained a satisfactory attendance record, with a total attendance percentage of [Attendance Percentage]%.

This certificate is issued upon the request of [Student's First Name] for whatever purpose it may serve.

Should you require any further information, please feel free to contact the school office.

Sincerely,

[Signature]

[Your Name]

[Your Position]

[School Name]

[School Seal/Stamp if applicable]