

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

Subject: Attendance Reporting for [Specify Period]

I hope this message finds you well. Attached is the attendance report for [Specify Period], detailing employee attendance, absences, and any pertinent notes.

Key Highlights:

- Total Employees: [Number]
- Attendance Rate: [Percentage]%
- Unexcused Absences: [Number]
- Notes: [Any important notes or actions required]

Please review the report at your convenience, and let me know if you have any questions or need further information.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]