

[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 Name], son/daughter of  
[Parent/Guardian's Name], has been a student at [School Name] from [Start  
Date] to [End Date]. During this period, [he/she/they] has maintained an  
excellent attendance record.  
Total Attendance Days: [Total Days Attended]  
Total School Days: [Total School Days]  
Attendance Percentage: [Attendance Percentage]%  
We wish [Student's Name] all the best for [his/her/their] future  
endeavors.  
Sincerely,  
[Your Name]  
[Your Position]  
[School Name]