

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],

Subject: Attendance Record for [Student's Name]

I hope this message finds you well. I am writing to request a record of [Student's Name]'s attendance for the [specific period, e.g., semester, school year]. This record is needed for [reason for request, e.g., verification for a program, personal records, etc.].

[Optional: Include any specific details or requirements you have.]

Thank you for your attention to this matter. I appreciate your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable, e.g., Parent/Guardian]

[Your Relationship to Student]