

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Attendance Summary

I hope this letter finds you well. This correspondence serves as a summary of attendance for [specific period or event name], held from [start date] to [end date].

****Attendance Overview****

- Total Participants: [Number]
- Present: [Number]
- Absent: [Number]
- Percentage Attendance: [Percentage]

****Details of Attendance****

- [Participant Name 1]: Present
- [Participant Name 2]: Absent
- [Participant Name 3]: Present
- [Participant Name 4]: Present
- [Participant Name 5]: Absent

Please feel free to reach out if you require further details or have any questions regarding the attendance summary.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]