

[Your Name]
[Your Title/Position]
[Your Organization/School Name]
[Organization/School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization/School Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Attendance Verification Letter
Dear [Recipient's Name],
I am writing to verify the attendance of [Student's Name/Employee's Name]
at [Organization/School Name] for the period of [start date] to [end
date]. During this time, [he/she/they] was present for [number of days]
out of [total number of days] scheduled activities/classes.
Please let me know if you require any further information or
documentation regarding this matter.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]