

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

Dear [Recipient Name],
I hope this letter finds you well.
I am writing to provide a detailed record of attendance for [specific period, e.g., "the month of September 2023"]. Below is the summary of attendance for the [specific group, e.g., "team", "class", etc.]:

Date	Name	Attendance Status
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[Date 1]	[Employee/Student]	Present/Absent
[Date 2]	[Employee/Student]	Present/Absent
[Date 3]	[Employee/Student]	Present/Absent
...

Total Attendance: [Total number of present days]
Total Absences: [Total number of absent days]
If you have any questions or require further details, please feel free to reach out.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Position]
[Your Organization]