

[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],

Subject: Attendance Report for [Time Period/Date]

I hope this message finds you well.

I am writing to provide you with the attendance report for [specific time period or event] as requested.

**\*\*Summary of Attendance\*\***

- Total Number of Attendees: [Number]
- Present: [Number]
- Absent: [Number]
- Notes on Absences: [Brief details about absences, if necessary]

**\*\*Detailed Attendance\*\***

[List names of attendees along with their attendance status]

- [Name 1] - Present
- [Name 2] - Absent (Reason)
- [Name 3] - Present
- [Name 4] - Absent (Reason)

- ...

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]