

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a copy of my attendance history for the period of [Insert Time Period] at [Institution Name]. As I am [explain your reason for the request, e.g., applying for a program, seeking employment, etc.], it is essential for me to have this information.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Student ID: [Your Student ID]

I would appreciate your assistance in providing this information at your earliest convenience. If there are any forms or fees required to process my request, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]