

Attendance Statistics Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Attendance Statistics for [Insert Period]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with the attendance statistics for [insert period, e.g., the past month, quarter, etc.].

Attendance Overview

- Total Days: [Insert Total Days]
- Average Attendance: [Insert Average Attendance]
- Percentage Attendance: [Insert Percentage Attendance]

Detailed Attendance Report

Date	Number of Attendees
[Insert Date]	[Insert Number]

Should you have any questions or require further details, please feel free to contact me.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]