

Letter of Demand for Attendance Log

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a copy of the attendance logs for [specific period or dates] for [specific purpose, e.g., compliance, record-keeping]. It is crucial that we maintain accurate attendance records to ensure transparency and accountability.

Please provide the requested attendance logs by [specific deadline, e.g., within 10 business days]. If you have any questions or require further information, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title]

[Your Company/Organization Name]