

Petition for Attendance Evidence

Date: _____

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request evidence of my attendance for [specific event or purpose]. I attended this event on [date of attendance], and I require documentation for [reason for the request, e.g., employment, school, etc.].

Details of my attendance are as follows:

- Name: [Your Full Name]
- Date of Attendance: [Date]
- Event/Program Name: [Name of Event or Program]
- Location: [Venue/Location]

I appreciate your assistance in providing the necessary documentation at your earliest convenience. If you require any further information, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]