

Request for Attendance Summary

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a summary of my attendance records for the period of [Insert Date Range]. This information is crucial for my [reason for the request, e.g., personal records, evaluation, application].

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information from my side or require me to fill out a formal request form, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]