

# Request for Attendance Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an attendance certificate for my participation in the community service events organized by [Organization Name] on [Event Dates].

My involvement in these events has been a valuable experience and I would like to be able to showcase my contributions. The certificate would greatly help in [mention the purpose, e.g., college applications, job applications, etc.].

Thank you for your consideration. I appreciate your time and support, and I look forward to your response.

Sincerely,

[Your Name]