

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

[Recipient Name]
[Recipient Title]
[Institution/Organization Name]
[Institution/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 the [Name of the Conference] that took place on [Date] at [Location].

As a participant in this conference, I found the sessions extremely valuable and conducive to my professional development. An attendance certificate would greatly assist me in documenting my continuing education efforts.

Please let me know if you need any additional information or if there are any forms that need to be completed. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Position, if applicable]