

Request for Attendance Certificate

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[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 the leadership program I participated in from [start date] to [end date].

During this program, I gained valuable insights and skills that I believe will contribute significantly to my professional development.

Please let me know if you require any additional information to process my request. I appreciate your assistance and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]