

Request for Attendance Certificate

Dear [Instructor's Name / Course Coordinator],

I hope this message finds you well. I am writing to request an attendance certificate for the online course titled "[Course Name]" that I completed on [Completion Date]. I found the course to be highly beneficial and would like to have the certificate as a formal acknowledgment of my participation.

My details are as follows:

- Name: [Your Full Name]
- Email: [Your Email Address]
- Course Duration: [Start Date] to [End Date]

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]