

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

To,
The Registrar,
[Institution/University Name]
[Institution Address]
City, State, Zip Code

Subject: Request for Attendance Certificate for Semester Completion

Dear [Registrar's Name],

I am writing to request an attendance certificate for the [Specify Semester/Session, e.g., Fall 2023] semester. I have successfully completed all requirements, and I need the certificate for [mention purpose, e.g., job application, further studies].

My details are as follows:

- Name: [Your Name]
- Student ID: [Your Student ID]
- Course: [Your Course Name]
- Date of Birth: [Your DOB]

I would appreciate your prompt assistance in providing the certificate at your earliest convenience. Thank you for your attention to this matter.

Sincerely,
[Your Name]