

# Request for Attendance Certificate

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an attendance certificate for the seminars I participated in on [Dates of Seminars]. The seminars focused on [Brief Description of Seminars] and were conducted by [Organizing Body].

As a participant, I found the sessions to be extremely beneficial for my professional development, and I would like to obtain a certificate to acknowledge my participation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]