

# Request for Attendance Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company 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 training sessions I attended on [insert dates of training].

Completing these sessions has greatly enhanced my skills and knowledge in [specific topics/fields], and I would appreciate an official certificate to acknowledge my participation.

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

Sincerely,

[Your Name]