

Attendance Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the attendance of [Student's Full Name], who has been enrolled at [School Name] for the academic year [Year]. During this period, [he/she/they] maintained an attendance record of [percentage]%.

[Student's Full Name] consistently attended classes from [Start Date] to [End Date].
[He/She/They] was present on [mention specific dates or terms if necessary].

If you require any further information, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Position]

[School Name]

[School Address]

[Phone Number]

[Email Address]