

# Confirmation of Student Presence

Date: [Insert Date]

[Insert School/Institution Name]

[Insert School/Institution Address]

[Insert City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm the presence of the following student for legal reasons:

**Student Name:** [Insert Student's Full Name]

**Student ID:** [Insert Student ID]

**Program/Grade Level:** [Insert Program or Grade Level]

**Date(s) of Attendance:** [Insert Specific Date(s)]

This confirmation is issued for [specific legal reason or purpose]. If you require any further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert School/Institution Name]

[Insert Contact Information]