

# Request for Student Attendance Record

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am the [Your Relationship to Student] of [Student's Name], who is currently enrolled in [Grade/Class Name] at [School Name].

I'm writing to kindly request a copy of [Student's Name]'s attendance record for the academic year [Academic Year]. We need this information for [brief reason for request, e.g., applying for a scholarship, transferring schools, etc.].

Please let me know if there are any forms or fees associated with this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]