

Course Attendance Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify that [Student's Full Name], a student of [Institution's Name], has successfully attended the following course:

Course Title: [Course Title]

Course Code: [Course Code]

Instructor: [Instructor's Name]

Duration: [Start Date] to [End Date]

[Student's First Name] has exhibited consistent attendance throughout the course period, attending [x]% of the classes held.

If you require any further information or verification, please do not hesitate to contact me at [Your Contact Information].

Sincerely,

[Your Full Name]
[Your Position]
[Institution's Name]
[Institution's Address]
[Phone Number]
[Email Address]