

Attendance Record Revision Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision of my attendance record for the period of [insert dates]. It has come to my attention that there are discrepancies in the attendance logs that may affect my [grades/status].

Specifically, I would like to address the following dates: [list specific dates and brief explanation of discrepancies]. I believe that these corrections will accurately reflect my attendance during this period.

I appreciate your attention to this matter and kindly request that you review my attendance record at your earliest convenience. I am more than willing to provide any additional information or documentation needed to assist in this revision process.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID or Employee ID, if applicable]