

Letter Template for Petition of Verification of School Attendance Records

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

School District/School Name

[School Address]

[City, State, Zip Code]

Dear [School Administrator's Name],

I am writing to formally request the verification of my school attendance records. My name is [Your Full Name], and I attended [School Name] from [Start Date] to [End Date]. My student ID number is [Your Student ID].

Due to [reason for the request], I require an accurate record of my attendance during the period mentioned above. I would appreciate it if you could provide me with documentation that verifies my attendance as requested.

If you need any further information or documentation from my end to facilitate this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]