

ATTENDANCE CERTIFICATE REQUEST LETTER

Student Name: _____

Roll Number: _____

Class: : _____

Course & Department: _____

Contact Number: _____

Email: _____

Date: _____

To,

The Principal,

Fergusson College,

Pune - 411004

Subject: Request for Attendance Certificate

Respected Sir/Madam,

I, _____, a student of the
1st/2nd/3rd year _____ (Course Name), _____ (Department
Name), _____ (Academic Year), with Roll Number _____, kindly request you to issue my
Attendance Certificate for the period from _____ to _____. The certificate is required for _____
_____.

I have attached the necessary documents, including:

1) Fee Payment Receipt

2) Last Year's Marksheet

3) Handwritten Letter Verified by Class Teacher

I request you to kindly process my application at the earliest. I would be grateful for your support.

Sincerely,

Student's Name and Signature : _____

Verification by Class Teacher,

I hereby verify that _____ has attended classes during the mentioned
period and is eligible for the Attendance Certificate.

Teacher's Name: _____

Department: _____

Signature & Stamp: _____

Date: _____