**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_