

## Confirmation of Attendance

### *Letter*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

The above-mentioned client attended the Northgate Work Club on the date stated. The reason for not completing the 'Programme of Work' was because of the following:

- The Work Club was too busy.
- Attended at the wrong time.
- Information was insufficient to complete the task.
- Other reasons (please specify).

**Comments:**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

(Northgate Work Club Volunteer).

**In respect of any queries relating to this matter, please contact the Northgate Work Club.**

Telephone No. 01325 489785

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