

Preliminary request pending final formalities

Subject: Preliminary Request for Experience Letter

Dear [HR Manager/Manager Name],

I am writing to request a preliminary issuance of my experience letter for my role as [Your Position] at [Company Name]. I understand that final clearance and formalities are pending, but a provisional certificate would greatly assist me in [reason: job application, educational enrollment].

Thank you for your kind consideration.

Best regards,

[Your Name]

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