

I understand that preparing this certificate might require verification and official stamping. Please be assured that any confidential information provided will be treated with the utmost discretion and

used solely for the specified purpose.

If it is possible to receive the Salary Certificate in a sealed envelope, I would greatly appreciate it, as some institutions may require it to be unopened.

I kindly request you to process this request as soon as possible, as my [mention the specific reason, e.g., loan application deadline, visa interview, etc.] is approaching.

Please let me know if there is any additional information or documentation needed to facilitate the process. You can contact me at [Your Phone Number] or [Your Email Address] for any queries or further details.

Thank you for your prompt attention to this matter. Your support is invaluable, and I am grateful for your assistance.

Sincerely,

[Your Full Name]