

Formal Request Letter for Salary Certificate

Subject: Request for Issuance of Salary Certificate

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request a salary certificate for my employment at [Company Name]. The certificate is required for [mention purpose, e.g., bank loan, visa application, personal record].

Kindly process this request at your earliest convenience and let me know if any additional information or documents are needed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Employee ID]

[Department]

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