

Provisional Request Letter for Salary Certificate

Subject: Provisional Salary Certificate Request

Dear [HR Manager's Name],

I am writing to request a provisional salary certificate for the period [mention dates]. This document is needed for [purpose, e.g., visa application, financial verification].

Please advise on the timeline for issuance and any documents I need to submit to facilitate this request.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Employee ID]

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