

Request Letter for Salary Certificate for Loan Purpose

Subject: Request for Salary Certificate

Dear [HR Manager's Name],

I am in the process of applying for a home loan and require a salary certificate as part of the documentation. Kindly provide me with a certified copy of my salary details for the period [mention period].

Your prompt assistance will be greatly appreciated.

Thank you.

Best regards,

[Your Name]

[Employee ID]

[Department]

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