

# Salary Certificate Letter

Dear [Recipient's Name],

I am writing to request a salary certificate for the purpose of [state the reason, e.g., applying for a bank loan, renting an apartment, etc.]. I am an employee of [Company Name] and my details are as follows:

- Employee Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Designation: [Your Designation]
- Date of Joining: [Your Date of Joining]
- Monthly Salary: [Your Monthly Salary]

I kindly request you to issue a salary certificate in accordance with the guidelines provided by [mention any specific requirements, if applicable]. The certificate should include the following information:

1. My basic salary, including any allowances and deductions.
2. The period for which the certificate is being issued.
3. Any additional benefits or perks received, if applicable.

I need the salary certificate by [mention the required date]. If there are any specific procedures or forms that I need to complete, please let me know and I will be glad to provide the necessary information.

Thank you for your prompt attention to this matter. I appreciate your assistance in providing me with the salary certificate. If you have any questions or require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

I look forward to receiving the salary certificate soon.

Yours sincerely,

[Your Full Name]

[Your Employee ID]

[Your Signature]

cc: [Human Resources Department, if applicable]