

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[HR Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Salary Certificate

Dear Sir/Madam,

I hope this letter finds you in good health. I am writing to request a salary certificate from the HR Department of [Company Name]. I require this certificate for [state the purpose, e.g., visa application].

I kindly request you to issue a salary certificate on behalf of [Company Name] with the following details:

1. Employee's Name: [Your Name]
2. Employee's Designation: [Your Designation]
3. Employee's Employee ID: [Your Employee ID]
4. Employee's Joining Date: [Date of Joining]
5. Employee's Current Monthly Salary: [Current Salary]
6. Any Additional Compensation or Allowances: [If applicable]

I need this salary certificate as part of my application for [state the purpose, e.g., visa]. The certificate will serve as evidence of my income and employment status.

I would be grateful if you could expedite the issuance of the salary certificate as soon as possible. If there are any additional forms or documents that need to be filled out, please let me know, and I will provide the necessary information promptly.

Thank you for your attention to this matter. I appreciate your cooperation and assistance. If you have any further queries or require any additional information, please feel free to contact me at your convenience.

Thanking you in anticipation.

Yours faithfully,

[Your Name]