

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Income Certificate Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an income certificate for my business, [Your Business Name], which is registered under [Business Registration Number/Tax ID] located at [Business Address].

The purpose of this income certificate is to [explain the purpose, e.g., apply for a loan, fulfill contractual obligations, etc.].

Details of my business are as follows:

- Business Name: [Your Business Name]
- Type of Business: [Nature of Business]
- Annual Income: [Your Annual Income]
- Financial Year: [Relevant Financial Year]

I would appreciate your assistance in issuing the income certificate at your earliest convenience. Please let me know if you require any further information or documentation to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title]