

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Income Certificate for Employment Verification

Dear [Employer's Name],

I am writing to request an income certificate for verification purposes regarding my employment at [Company's Name].

****Employee Details:****

- Employee ID: [Your Employee ID]
- Designation: [Your Job Title]
- Department: [Your Department]
- Joining Date: [Your Start Date]

****Income Details:****

- Monthly Salary: [Your Monthly Salary]
- Annual Salary: [Your Annual Salary]
- Additional Benefits: [Any other benefits, if applicable]

This income certificate is required for [mention purpose, e.g., loan application, rental agreement, etc.], and I would appreciate your prompt assistance in providing this document.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]