

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

[Recipient Name]
[Recipient Title/Position]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Subject: Income Certificate for Self-Employed Individual

Dear [Recipient Name],

I, [Your Name], am writing to request an income certificate for my self-employed business activities. I am the owner of [Your Business Name], which I have been operating since [Year of Establishment].

As per my records, my annual income from the business for the financial year [Insert Financial Year] is [Specify Amount]. This income is derived from [Briefly Describe Nature of Business and Services Offered].

I have attached the necessary documents to support my income claim, including:

1. [List Relevant Document 1]
2. [List Relevant Document 2]
3. [List Relevant Document 3]

Please let me know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]