

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

[Recipient Name]
[Recipient Designation]
[Department/Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Income Certificate Letter for Tax Exemption

Dear [Recipient Name],

I am writing to formally request an income certificate for the purpose of applying for tax exemption.

I, [Your Full Name], am a resident of [City/State] and my income details for the financial year [Year] are as follows:

- Total Annual Income: [Amount]
- Source of Income: [Employment/Business/Other]
- Additional Sources (if any): [Details]

I kindly request that you issue an income certificate confirming my income details. This certificate will assist me in applying for the necessary tax exemption as per [mention relevant tax laws or policies].

Enclosed are the required documents for your verification:

1. [List of Documents - e.g., payslips, tax returns, etc.]

I would appreciate your prompt assistance in this matter, as it is critical for my application process.

Thank you for your attention to this request.

Sincerely,

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