

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

[Bank Manager's Name]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request for Income Certificate

Dear [Bank Manager's Name],

I hope this letter finds you in good health. I am writing to request an income certificate to facilitate my application for a bank loan.

I am [Your Name], a [Your Occupation/Position] currently employed at [Your Company/Organization Name]. My current monthly income is [Your Monthly Income].

I kindly request you to issue an income certificate reflecting my employment status and income details for the purpose of my loan application.

Attached are the necessary documents including my salary slip and identification proof for your verification.

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]