

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

[Recipient's Name]  
[Recipient's Designation]  
[Bank/Financial Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request for Income Certificate for Loan Approval

Dear [Recipient's Name],

I am writing to formally request an income certificate to support my application for a loan with [Bank/Financial Institution Name].

I am currently employed at [Your Company Name] as [Your Job Title] and have been with the company since [Start Date]. My monthly income is [Your Monthly Income], which would be instrumental in the processing of my loan application.

Please find attached the necessary documents required for the issuance of the income certificate. I would greatly appreciate your prompt assistance with this request, as it is essential for my loan approval process.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]