

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

[Recipient's Name]
[Designation]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Request for Official Income Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the issuance of an official income certificate for [myself/my family member, e.g., "myself, John Doe, a resident of [address]."]. This certificate is required for [mention the purpose, e.g., "applying for a scholarship, loan application, etc."].

Please find below the necessary details for your reference:

- Name: [Your Full Name]
- Address: [Your Address]
- Occupation: [Your Occupation]
- Annual Income: [Your Income]
- [Any other relevant information, if needed]

I have attached copies of the required documents for your verification. I would appreciate it if you could process my request at your earliest convenience.

Thank you for your assistance.

Sincerely,

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