

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Income Certificate for Immigration Purposes

Dear [Recipient's Name],

This is to certify that [Employee's Name], holding the position of [Employee's Position] in our organization, has been employed with us since [Start Date]. [He/She/They] is currently receiving a monthly salary of [Amount] and additional benefits which include [list any additional benefits, if applicable].

This certificate is issued upon [his/her/their] request for the purpose of [explain the purpose, e.g., immigration, visa application, etc.]. Should you require any further information, please feel free to contact me directly.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Seal or Signature]