

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

[Recipient Name]
[Recipient's Position, if applicable]
[Recipient's Organization, if applicable]
[Organization's Address]
[City, State, Zip Code]

Subject: Standard Income Certificate

Dear [Recipient Name],

This is to certify that [Your Full Name], son/daughter of [Parent's Name], residing at [Your Address], has a monthly income of [Specify Amount] from [Specify Source(s) of Income] as of [Date].

This income is accrued from [Brief Explanation of Employment/Business/Source of Income]. The information provided herein is accurate and true to the best of my knowledge.

This certificate is issued upon the request of [Purpose of the Certificate, e.g., loan application, visa application, etc.] for legal purposes.

Should you require any further information, please feel free to contact me.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Designation, if applicable]
[Your Contact Information]