

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

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

Subject: Income Certificate for Mortgage Application

Dear [Recipient Name],

I am writing to request an income certificate to support my mortgage application. Below are the details regarding my employment and income:

1. \*\*Employee Name:\*\* [Your Full Name]
2. \*\*Position:\*\* [Your Job Title]
3. \*\*Company Name:\*\* [Your Employer's Name]
4. \*\*Employment Start Date:\*\* [Start Date]
5. \*\*Monthly/Annual Salary:\*\* [Your Salary]
6. \*\*Other Income (if any):\*\* [Details of Other Income]

This income certificate will serve as proof of my income and employment status while processing my mortgage application with [Bank/Financial Institution Name].

If any further information is required, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]