

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

Subject: Occupation Certificate for Bank Loan Application

Dear [Bank Manager's Name],

I am writing to formally request an occupation certificate, which is a requirement for my bank loan application. Below are the details necessary for your consideration:

1. **\*\*Applicant Name\*\***: [Your Full Name]
2. **\*\*Occupation\*\***: [Your Job Title/Profession]
3. **\*\*Employer Name\*\***: [Your Employer's Name]
4. **\*\*Employer Address\*\***: [Employer's Address]
5. **\*\*Employment Duration\*\***: [Start Date] to Present
6. **\*\*Monthly Income\*\***: [Your Monthly Income]

Attached, please find copies of my employment documents, including my employment letter and pay slips, as evidence of my current occupation and income.

I appreciate your prompt attention to this matter, as it is crucial for my loan processing. Should you require any further details or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]