

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Updated Salary Confirmation

Dear [Manager's Name],

I hope this message finds you well. I am writing to request an updated salary confirmation letter reflecting my current salary and employment status. This document will assist me in [reason for needing the document, e.g., financial planning, loan application].

My details are as follows:

Name: [Your Name]

Position: [Your Position]

Date of Employment: [Start Date]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]