

# Employment Certificate Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an employment certificate for immigration purposes. The certificate is required as part of my application process, and it should confirm my employment details, including my job title, salary, duration of employment, and duties performed.

If possible, I would greatly appreciate it if you could provide the certificate by [Insert Deadline]. Please feel free to contact me should you need any further information.

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

Sincerely,

[Your Name]