

Request for Employment Certificate

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's 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 as I am in the process of applying for a loan. The certificate is necessary to verify my employment and income details.

Details of my employment are as follows:

- **Employee ID:** [Your Employee ID]
- **Position:** [Your Position]
- **Department:** [Your Department]
- **Duration of Employment:** [Start Date] to Present

If you could provide the employment certificate at your earliest convenience, it would greatly assist me in my loan application process.

Thank you for your attention to this matter. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]