

Request for Employment Certificate

Date: [Insert Date]

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

To: [Employer's Name]

Company Name: [Company Name]

Company Address: [Company Address]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an employment certificate to support my visa application. As you know, I have been employed at [Company Name] since [Start Date] in the capacity of [Your Position].

The certificate should include my job title, the dates of my employment, and a brief description of my responsibilities. This documentation is vital for my visa process and I would greatly appreciate it if you could provide this at your earliest convenience.

Thank you very much for your assistance. Please let me know if you need any more information from my side.

Sincerely,

[Your Name]