To

[The Recipient Name]  
[Designation]  
[Company Name]

DATE:

Dear [NAME],

My name is Mike and I have worked for your company for five years.  In these five years, I have been practically performing various positions.  The last post was of Senior Accountant. The duration of this post was eight months starting from October 20XX to June 20XX.

I am writing this letter to obtain the salary slip record for this period. The salary slip record is needed for personal reasons. For your convenience, I have attached my job description form and experience certificate with this letter. Hope it helps to specify the process in detail.

Looking forward to your prompt response.

[Your Name]  
[Address]

[Other information]

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