**Letter 1**

I am writing to request you for my salary certificate for the purpose of a housing loan application.

I recently applied for a housing loan with ABC bank. My salary certificate is required as part of the bank’s verification procedure. It will be used to confirm my income and employment. Moreover, this document will authenticate my earnings and my job status. As a result, my application process will speed up leading to the approval of my loan.

Kindly, make sure the certificate includes my job title, employee ID, my total annual income including benefits and details of tax deductions.

In addition, I would really appreciate if the salary certificate is on the company's official letterhead and duly signed by the authorizing manager.

Your help with this matter would greatly assist me in my loan application. Therefore, I would be really grateful if you could process my request as soon as possible.

I look forward to your positive response.

**Letter 2**

I would like to request you to kindly issue my salary certificate. I need the document for my housing loan application with ABC company.

I am excited to share that I am in the process of purchasing a house. However, the bank requires proof of stable earnings to ensure that I can repay the loan in a timely manner. A salary certificate is the ideal document for this purpose as it verifies the details of my employment,

I would really appreciate you support with the above mentioned request.