I am writing to kindly request you issue my salary certificate for the purpose of my visa application.

I am currently in the process of applying for a visa to Australia. As part of the visa application requirements, I need to provide proof of my employment, position at the company, and monthly salary. Therefore, I request you for the mentioned document.

I shall be really grateful for your assistance.

**Sample #2**

I am writing to urgently request your assistance in issuing a salary certificate for my visa application. As my leave application has been approved, I have planned a holiday trip to the Middle East and require a visit visa to proceed.

As part of the visa application requirements, I am obligated to submit a salary certificate from my employer and source of income. Due to the urgency of my visa application, I kindly request that you give immediate attention to the matter.

I understand the workload and procedures involved. I would really appreciate your support and cooperation.

In case there is any documentation required from my end, please inform me promptly. Thank you once again for your attention and cooperation.

**Sample #3**

Dear Sir,

I request you issue my salary certificate as I need it as a formality for my visa application process.

I would be grateful if my request is fulfilled by the next week so that my visa process can be speeded up. Your kind consideration will be appreciated.

Sincerely.