Date

Name

Address

Dear Ms. Sarah,

I am writing this letter to request you for the issuance of my income certificate.

I am applying for a home mortgage through ABC bank. The basic document requirements include the income certificate from the employer, as it can ensure the bank about my creditworthiness, and that I have a constant stream of income and can pay for the mortgage.

I will be grateful to you if you will provide me with the income certificate till 12th September 2019, having the details of my designation, employment period, and salary and income details. I have to submit the documents to the bank till 14th September 2019.

I highly appreciate and thank you for sparing your precious time. Let me know if you need any information.

Regards,

Jimmy Watson.