Date:

[Company Name]  
[Address]  
[City, STATE, Zip]  
[Contact]  
[Email]  
[Website]

Respected sir, I am (name), working as (designation) in this organization for more than the last five years. With due respect, I am writing this to apply for the service certificate as it is required for the house loan that I have applied in (name of bank). As you know that I am constructing a new house and I want a loan on an urgent basis.

Please kindly grant me a service certificate as soon as possible so that I can complete the documents required for the house loan. Thank you in advance.

Regards,

[Your Name]  
[Company Name]  
[Address]  
[City, STATE, Zip]  
[Contact]