Date   
Name of Addressee and designation   
Address

Dear Mr. Addressee,

I, ABC, want to forward a formal request for the issuance of my experience certificate. I have worked with company XYZ from [DATE] to [DATE] in the department of Corporate Partnerships and Fundraising, as a Fundraising Officer, and resigned on [DATE]. I am grateful to the opportunities that the organization provided me during these [X] years. They not only helped me in my personal and professional growth but also paved a way for my future endeavors.

It was due to the organization’s consistent support that I was declared ‘Employee of the Quarter’ for the consecutive two quarters in the year [YEAR] and was later nominated as ‘Employee of the Year’ for the year [YEAR]. I have played a vital role in the department’s progress as evident from the following results:

* The department now has an average annual income of $2.2 million as compared to $1.6 million when I joined, indicating an increase of 37 %
* The average annual outreach has now increased to 16% more donors, as compared to 12% as that of earlier

While serving the department, I have not only improved my marketing and fundraising skills but have also learned proposal development, risk analysis, and market research.

My existing requirements have been completed and I have handled all the relevant assets to the respective department as per the organization’s policy. Now, I wish to receive the experience certificate highlighting my major responsibilities in the department I have worked in, and the accomplishments I have made. In addition to that, I would also like you to address the skills I have acquired over the years.

I would appreciate the timely action, as it will help me in proceeding with the formalities of the organization I will be joining. I thank you for your attention and wish the company XYZ continued success.

Sincerely,