Date   
Name of Employee and designation   
Dear Alex,

I, Anderson, forward a formal request to you for the issuance of the work completion certificate. I have been working with your insurance company as a call center agent since 2010. I learned and enjoyed a lot while working with your esteemed company.

Last year in May 2019, as a call center agent, I was assigned the target to persuade 1000 customers and to get them insured with our company. I strived hard in order to accomplish the work successfully. I am pleased to inform you that I have accomplished my work a month before the deadline. Instead of 1000, I registered 1100 customers with our company so as to bring a big investment of 77000 dollars. Indication of my work completion can also be verified through my yearly performance evaluation letter.

Keeping in view the above-mentioned facts, I request you to issue me a work completion certificate as soon as possible. This will be a great favor to me from your side. At the same time, I request further to incorporate my achievement in that letter so as to make it attractive and powerful.

Thanking you in anticipation.

Regards,

Anderson.

Regards,

Anderson.