George Quixote  
General Key Housing Area  
3848 YC Street, London, UK

20th April 20XX

Ella Glob  
The Senior Finance Manager  
BCM Groups and CO.  
TRX High Street, London, UK

Re. Request for a Salary Certificate

Dear Ella,

It is submitted to your kind concern that I am the Assistant Manager in the HR Department of this company. My employment number is 30238. I have been working here for ten years and it has been a very high grace time for me working at a significant designation.

Ella, I have applied for a loan of $2000 from the Linux Hill Bank, London. The loan shall be returned in proportional installments along with a markup. The bank has certain policies while giving approvals for loans and one of them includes the proof of employment and salary as per security and claims. I have asked for a loan for an urgency that can be ultimately solved with this loan. So, I request you to provide me with a certificate of salary mentioning my employment period, designation and salary specifications as per bank demands. I shall be highly thankful to you for this. As soon as I get the certificate, the bank will be able to speed up the procedure of approval and issuance of the loan.

Thank you in anticipation

Sincerely

(Signature)