[Date]

[Recipient's Name]  
[Designation]  
[Company’s Name]  
[Address]

Dear Mr./Ms.,

I, [Name], have been working as [Designation], at [Company’s Name] for the past three years. I am writing to request a salary certificate mentioning my employment duration, basic pay, and tax deductions.

The certificate is required to complete my Visa application process for Canada, which would serve as a proof for my bank’s statement and steady income.

I would appreciate if the certificate is issued by [date].

Looking forward to your cooperation.

Sincerely,

[Your Name]