Date:

Name of the recipient:  
Address of the recipient

**Subject: A request for pay certificate**

Respected Sir,

I am Mr. ABC, working in the sales department since 2012. This letter is being written to formally ask you to issue me the salary certificate that states my basic salary along with the tenure of work in the company. I require this document because I need to apply for the discount on the medical expenses in ABC hospital based on my salary and this is a very important document for me at this point in time.

I would like to request you to issue me the payslip certificate by the 28th of this month. I will be highly obliged if you do me this favor. I am looking forward to your kind reply.

Regards,

Name of the employee,  
Designation of the employee in the company  
Name of department

Signatures