

[Business Letterhead]

[Date]

[Complete Name of the Intended Addressee]

[Position]

Dear [*Name of the Intended Addressee*],

I, [*Complete Name of the Sender*], have worked as a [*Job Title*] for [*Company Name*] from [*Duration or Period of Employment*]. I'm requesting a Certificate of Employment indicating [*mention the details you want to be included in the certificate, like your name, position held, and tenure*].

The certificate is required for [*specify the purpose of getting the certificate and other relevant details*]. Please grant my request and issue the certificate by [*specify your preferred date to give a sense of urgency*].

Thank you, and I look forward to your response on this matter.

Respectfully,

[Complete Name of the Sender]

[Contact Number]

[Email Address]