**[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, salary, and tenure*].

The certificate is required for my loan application, specifically [*specify the name of the loan or financial product you’re applying for, e.g., Pag-IBIG housing loan*]. They will need the certificate to verify my employment status and current salary. If you can grant my request and issue the certificate by [*specify your preferred date to give a sense of urgency*], that would be greatly appreciated.

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

Respectfully,

**[Complete Name of the Sender]**

[Contact Number]

[Email Address]