

## **Sample Employment Certificate Request Letter for Visa Application**

**Subject: Request for Employment Certificate for Visa Application**

**Dear [HR Manager's Name],**

**I hope this message finds you well.**

**I am writing to kindly request an employment certificate stating my position, start date, current salary, and employment status at [Company Name]. This document is required for my upcoming visa application to [mention country].**

**If possible, I would appreciate it if the certificate could include the official company letterhead, be signed, and mention the company contact details.**

**Please let me know if any further information is required. I would be grateful if the certificate could be issued by [mention your expected date].**

**Thank you very much for your support.**

**Warm regards,**

**[Your Full Name]**

**[Job Title]**

**[Department]**

**[Employee ID (if any)]**