

To,
The Sr. Audit Officer/Admn
O/o A.G. (Audit)-II, Maharashtra, Nagpur

Subject: *Regarding issue of Salary Certificate for the month(s) of _____*

Sir,

I need a salary certificate from the office to be submitted as income proof for obtaining loan, the details of which are as shown below:

Name and designation of the official	
Purpose for which the salary certificate is required.	
Month(s) for which the salary certificate is required.	
If certificate required for obtaining loan, purpose of loan	
Name of the bank/society from which loan is to be taken	
Amount of loan applied for	
In whose name loan is to be taken	
Name of guarantor, if any	
Any other information applicant may wish to furnish	

I assure to inform the office about the likely transactions of immovable/ movable property arising out of the loan, details of which are given above.

Please arrange to issue me a salary certificate.

Yours faithfully

Date:

Signature :