

To,
The BDO,
XYZ Nagar,
Pin-654321

Sub:Issuance of an Income Certificate

Sir,

With due respect, I beg to state that.

myname is Mr. Barun Kumar Gupta and I live
in XYZ Nagar and I do service in ZYX office

My son Abhishek Gupta has completed his.

B.Tech on 2012 and for his education purpose

an education loan was taken.The Zzz Bank

has sent us a letter for interest subsidy on

education loan and to avail this subsidy they.

mentioned that the annual income should be

within 4.5 lakh. So I need an income

certificate to avail this facility from bank. I.

have attached a salary slip for the month of

August 2014 with this letter.

So my request to you to grant me an.

income certificate early so that I can submit

this document to Bank with in the due date