

REQUEST LETTER

Date: 2025-10-31
To: The HR Department Glory Enterprises Karachi, Pakistan
Subject: Request for Issuance of Experience Certificate

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the issuance of my experience certificate. I was employed at Glory Enterprises as a Marketing Executive from January 2020 to June 2023.

The experience certificate is required for my upcoming job application, and I would greatly appreciate it if it could be processed at the earliest convenience.

Please let me know if any further information is required from my end.

Thank you for your support.

Sincerely,
Ali Rehman



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