

To,

Manager's Name
[Department Name]
[Name of the Company]
[Address]

Place: _____

Date: _____

Subject: Request for Issuing a Bonafide Certificate from the Company

Dear Sir/Madam

I am required to furnish a Bonafide Certificate as an identity proof, issued by the current employer in order to avail a loan from _____ bank. Hence, I would kindly request you to consider the application and thereby issue a Bonafide Certificate with the following details:

1. **Employee Name** _____
2. **Department** _____
3. **Employee No.** _____
4. **Permanent Address** _____

Also, I have attached the attested copies of the documents for official purposes.

Thank You

Yours Sincerely

Signature

Name and Department