

To,

The Under Secretary to the Govt. of Meghalaya  
Secretariat Administration (Accounts) Department.

**Subject:- ISSUE OF SALARY CERTIFICATE**

Sir/ Madam,

I have the honour to request you kindly to issue me a Salary Certificate.

The particulars are furnished below:-

1	NAME IN FULL (CAPITAL LETTERS)	Shri/ Smt.
2	DESIGNATION	
3	BASIC PAY	
4	DEPARTMENT	
5	DATE OF JOINING SERVICE	
6	PURPOSE (IN PARTICULAR)	

Yours faithfully,

Signature: \_\_\_\_\_

Date: \_\_\_\_\_