[Company Name]  
[Address]  
[Contact]  
[Website]

Date:

Re. Request to Send Payslip via Email

Dear Sir,

I hope this letter finds you in good health. I am Ronald Darcy and have been working in your organization for the past five years. I remained resilient and enthusiastic in these years and worked efficiently. My post here is of assistant manager and I joined here on Oct 2017.

My purpose in writing this letter is to ask you to send my payslip for the month of June and July 20XX via email. I need a loan from ABC Bank on an urgent basis and for this purpose, they want my pay slip’s print. I assure you that this will not affect the company at all I have affixed all the necessary details and documents along with this letter. It will help you to go through the proceedings. In case if you demand more information about all this, I will provide you each and every chunk of it.

you can contact me on my email. I would be highly obliged to you if you do this favor to me.

Sincerely,

Signature   
Edmund Noah