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

Date:

Re. Request to Send Payslip

Dear Mr. Ronald,

It is humbly requested that I have been working at your Kesloa Company of Steel and Copper for the last six years. I was on the post of deputy clerk here. My joining date was September 2013 and worked till November 2019. I have affixed my job experience and other necessary details along with this letter. The time I spent here was of great zeal and I learned a lot of new things under your kind supervision.

I am writing this letter to you to ask for a payslip for the last three months of 2019 through email. I need this payslip because I, along with my family shifting to New York and for working there in XYZ Company I want the payslip as proof. Therefore, I make a request to you to issue me a payslip as soon as possible and send me via email. I would have contended to you. For more information, I can be contacted by email at [X].

Sincerely,

Signature  
Rex Amaz