[Company Name]  
[Address, CITY, STATE, Zip]  
[Contact]  
[Website]

Date:

Re. Request to Issue an Identification Certificate  
  
Dear Sir/Madam,

I am Suzy Nicole, Assistant General Manager in your company. With reference to the above-cited subject, I request you to issue me a certificate of identification. I have applied to the University of East London for my further studies. To prove my accurate information and identity verification, I am asked to produce a certificate of identification from my workplace where I have worked at least for two years. I have worked in the company for three years and I hope I can get the certificate without any complication.

All of my documents are already submitted to the HR manager at the time of my recruitment. In the certificate, a clear certifying statement is needed that can show the company as my workplace and comply with all of the requirements.

I have applied to the University of East London and my enrolment can only be approved if I submit my certificate of identification produced by the company with the company’s name, logo, and official website mentioned.

Sir/madam, if I do not submit my certificate of identification there, I will not get the enrolment. Therefore, I request you to approve my application and direct the HR Manager to issue my certificate of identification so that I can secure my admission to the university without time-lapse. I will be grateful to you if you kindly do this before 10th December 20XX.

I have enclosed all copies of the required official and academic documents along with the identity card and the company’s card. Please write to me at [EMAIL].

Thanking in anticipation.

Regards,

Suzy Nicole,  
James Hilton Heights,  
Chicago, USA