India salary certificate for a vehicle loan

Editable sample letter: replace the details with your own records before signing

[Company letterhead]
Date: [Issue date]
To whom it may concern,
This is to certify that [Employee Name] (Employee code [Employee ID]) is employed by [Company] as Workshop controller and joined on [Joining date].
Office: Kochi
Pay month certified: [Pay month]
Addressed to: [Bank name], vehicle finance, Kochi
Basic: INR 36000
HRA: INR 9000
Transport allowance: INR 3000
Other allowance: INR 0
Gross monthly salary: INR 48000
Deductions recorded by payroll for that month: INR 5200
Net pay: INR 42800
Purpose: salary confirmation for a vehicle loan. The letter does not name a vehicle, a price, a down payment, or a rate, and it does not hypothecate any asset.
Do not raise the INR figures because a finance form asks for a higher income.
This is not a sanction letter and not a Form 16.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____