

To  
The Secretary  
SOLUTION  
Jamshedpur, Jharkhand-831009

**Subject: Request for Experience Certificate**

**Dear Sir/Madam,**

I am writing to formally request an experience certificate for my tenure at SOLUTION NGO as per below mentioned Self Declaration: -

SELF DECLARATION			
SL NO	DESCRIPTION		
1	Worked from to		From To
	Designation		
	Designation		
	Designation		
2	Reason of Exit		
3	Financial or legal obligations pending from the organization's side if any: - (like -Remuneration,TA,DA,Allowances,Welfare,others)		
Kindly accept My request and issue Experience certificate. Thank you for your kind cooperation and support.			
Sincerely			
Name-			
Signature-			
Date-			
Emp code if any -			
Contact No-			
Email Id -			