

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request verification of my income as part of the
[specific purpose, e.g., application for a loan, rental agreement, etc.].
Please find my details below:

- Name: [Your Name]
- Position: [Your Job Title]
- Employer: [Your Employer's Name]
- Employment Dates: [Start Date] to [End Date/Present]
- Annual Income: [Your Annual Income]

I would appreciate it if you could provide a confirmation of my income
and employment status at your earliest convenience. If you need any
further information or documentation, please do not hesitate to contact
me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]