

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to verify my income for [specific purpose, e.g., loan application, rental agreement], as requested. Please find the details of my income below:

****Name:**** [Your Full Name]
****Position:**** [Your Job Title]
****Employer:**** [Company Name]
****Employment Start Date:**** [MM/DD/YYYY]
****Annual Salary:**** [Your Annual Salary]

In addition to my salary, I may have additional sources of income such as [briefly list any other sources, e.g., bonuses, freelance work].

I have attached [any supporting documents, e.g., pay stubs, tax returns] to confirm my income status. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]