

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Financial Verification Letter

This letter serves to verify the financial status of [Individual/Entity Name], who has been a [client/customer/partner] of [Your Company Name] since [Start Date].

As per our records, we confirm the following financial information regarding [Individual/Entity Name]:

1. Account Balance: [Balance Amount]
2. Monthly Income: [Income Amount]
3. Outstanding Loans: [Loan Amount]
4. Credit Score: [Credit Score]

This information is provided at the request of [Individual/Entity Name] for the purpose of [State Purpose, e.g., applying for a loan, renting a property, etc.].

Should you require any further details or verification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]