

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

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

Dear [Recipient's Name],

I am writing to verify my income as requested. Below are the details of my current employment and income:

****Employee Information:****

- Name: [Your Name]
- Position: [Your Job Title]
- Employer: [Company Name]
- Employment Start Date: [Start Date]

****Income Information:****

- Annual Salary: \$[Your Annual Salary]
- Additional Income: \$[Any other income, if applicable]
- Payment Frequency: [Weekly/Bi-weekly/Monthly]

Please feel free to contact my employer for any further verification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]