

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

WKRN

[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Verification of Employment/Income

I am writing to formally request verification of my employment/income for the purpose of [state purpose, e.g., loan application, rental agreement, etc.].

Please find the details of my employment below:

- Employee Name: [Your Name]
- Position: [Your Job Title]
- Department: [Your Department]
- Employment Start Date: [Start Date]
- Current Employment Status: [Full-time/Part-time]
- Income: [Annual Salary/Hourly Rate]

I appreciate your assistance in this matter. Should you require any additional information or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]