

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

Subject: Income Verification Request

Dear [Bank Manager's Name or "To Whom It May Concern"],  
I am writing to request verification of my income for the purpose of  
[reason, e.g., applying for a loan, renting an apartment, etc.]. Below  
are my account details for your reference:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings]

I kindly request that you provide a letter confirming my income,  
including details such as my job title, employment status, and any  
pertinent salary information.

Please let me know if you need any additional information to process this  
request.

Thank you for your assistance.

Sincerely,

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