

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Income Verification for [Business Name]

I am writing to formally verify the income of [Business Name] for the purpose of [state purpose, e.g., loan application, lease agreement, etc.].

Business Name: [Business Name]

Business Address: [Business Address]

Tax ID: [Tax ID Number]

Income Period: [Specify the period, e.g., 2022, Q1 2023, etc.]

Total Income: [Specify total income for the period]

This information is accurate to the best of my knowledge and is based on our financial records. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]