

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to verify my freelance income for the purpose of [state the purpose, e.g., loan application, rental agreement, etc.].

I have been working as a freelance [your profession, e.g., graphic designer, writer, etc.] since [start date] and have been successfully providing services to various clients. Below is a summary of my income from freelance projects for the past [duration, e.g., year, six months]:

- [Client 1 Name]: [Amount] - [Project Description/Date]
- [Client 2 Name]: [Amount] - [Project Description/Date]
- [Client 3 Name]: [Amount] - [Project Description/Date]

(Include as many client entries as necessary)

In total, my freelance income for the specified period amounts to [total amount]. Attached, please find copies of relevant documents, including contracts and invoices, to support this verification.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]