

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

Dear [Recipient's Name],

I am writing to verify the income of [Employee's Name], who has been employed with [Company/Organization Name] since [Start Date] as a [Employee's Job Title].

As of [Date], [he/she/they] has an annual income of [Amount] or a monthly income of [Amount]. This income is comprised of [list any relevant components, e.g., salary, bonuses, commissions, etc. if applicable]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or documentation regarding [Employee's Name]'s income.

Thank you for your attention to this matter.

Sincerely,

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