

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Loan Income Verification

Dear [Recipient Name],

I am writing to formally verify the income of [Borrower's Name], who has applied for a loan with your institution.

****Borrower Information:****

- Name: [Borrower's Name]
- Position: [Borrower's Job Title]
- Employer: [Borrower's Employer]
- Employment Start Date: [Start Date]
- Current Employment Status: [Full-time/Part-time/Contract]

****Income Details:****

- Monthly Salary: \$[Amount]
- Additional Income Sources: [List any additional income, if applicable]
- Total Monthly Income: \$[Total Amount]

[Borrower's Name] has been employed with us since [start date] and has demonstrated consistent income throughout their employment. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Company Name]