

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

Dear [Recipient's Name],

Subject: Pension Income Verification

I am writing to formally request verification of my pension income for the purpose of [reason for verification, e.g., loan application, financial aid, etc.]. Below are the details related to my pension:

- Name: [Your Full Name]
- Pension Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]
- Pension Provider: [Name of Pension Provider]

I would appreciate it if you could provide a detailed statement outlining the amount and frequency of my pension income, along with any other pertinent information needed for verification.

Thank you for your assistance. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information.

Sincerely,

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