

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee's Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Scholarship Committee's Name or "Scholarship Committee"],
I hope this letter finds you well. I am writing to provide the necessary income verification for my scholarship application.

I am currently [Your Role, e.g., a student at XYZ University] pursuing [Your Major/Field of Study]. To support my application, I have included the required documents detailing my family's income, which includes [briefly outline income sources, e.g., "my parents' employment income, untaxed income, and any other relevant financial information"].

Please find attached:

1. [Document 1: e.g., "Most recent tax return"]
2. [Document 2: e.g., "Pay stubs from the past three months"]
3. [Document 3: e.g., "Any additional income statements"]

If you require any further information or additional documentation, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering my application for this scholarship. I truly appreciate the opportunity to be considered for financial assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID Number, if applicable]