

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Secondary Income Verification

We are writing to request verification of secondary income for [Employee/Applicant's Name], who has applied for [specific position, loan, rental, etc.]. To ensure a thorough review of their financial information, we would appreciate your assistance in confirming the details of their secondary income sources.

Please provide the following information:

1. Type of secondary income (e.g., freelance, part-time job, rental income)
2. Amount of secondary income
3. Duration of secondary income
4. Any relevant documentation (e.g., pay stubs, tax returns)

You may send the information via email to [your email address] or by mail to the address listed above. We appreciate your prompt response to this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]