

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

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

Dear [Recipient Name],

Subject: Income Verification for Tax Return

I hope this letter finds you well. I am writing to provide the necessary income verification as requested for my tax return for the year [insert tax year].

Please find the following information pertaining to my income:

1. ****Full Name:**** [Your Full Name]
2. ****Social Security Number:**** [Your SSN]
3. ****Employer Name:**** [Your Employer's Name]
4. ****Position:**** [Your Job Title]
5. ****Annual Income:**** \$[Your Annual Income]
6. ****Tax Documents Attached:****
 - [List specific documents, e.g., W-2 forms, 1099 forms, pay stubs]

If you require any additional information or have further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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