

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Income Verification for [Employee/Applicant Name]  
This letter serves to verify the income of [Employee/Applicant Name], who  
is currently employed at [Company Name] as a [Job Title].  
1. \*\*Employment Details:\*\*  
- Start Date: [Start Date]  
- Job Title: [Job Title]  
- Employment Status: [Full-time/Part-time/Contract]  
2. \*\*Income Information:\*\*  
- Annual Salary: \$[Amount]  
- Payment Frequency: [Weekly/Bi-weekly/Monthly]  
- Additional Compensation: [Bonuses, Commissions, etc., if applicable]  
This verification is provided upon request for [purpose of the request,  
e.g., loan application, rental agreement, etc.]. Should you require any  
further information, please feel free to contact me at [Your Phone  
Number] or [Your Email Address].  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]