

Beneficiary Income Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Financial Aid Office

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

Dear Financial Aid Officer,

I am writing to verify the income of [Beneficiary Name], who is applying for student financial aid for the [academic year/semester]. Below are the details regarding their income:

- Beneficiary Name: [Beneficiary Name]
- Relationship to Beneficiary: [Your Relationship]
- Annual Income: [Annual Income Amount]
- Income Source(s): [List of Income Sources]
- Employment Status: [Employed/Unemployed]

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]