

Income Verification Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request income verification for [Employee's Name], who is applying for a loan with [Loan Institution Name]. They have requested that I provide the necessary documentation to confirm their income and employment.

Please find the details of the employee below:

- Name: [Employee's Name]
- Position: [Employee's Position]
- Employment Start Date: [Start Date]
- Annual Salary: [Salary Amount]

We kindly ask you to respond at your earliest convenience to assist in expediting their loan application process. If you require any further information or have any 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 Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]