

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

This letter is to confirm the employment and salary of [Employee's Name], who has applied for a loan with your institution. [Employee's Name] has been employed with us as a [Employee's Job Title] since [Employment Start Date].

As of [Current Date], [Employee's Name] earns a gross annual salary of [Employee's Salary] and receives additional benefits, including [List any relevant benefits if applicable].

If you require any further information or verification, 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 Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]