

# Income Verification Letter

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

[Recipient's Name]  
[Recipient's Title]  
[College/University Name]  
[Office of Financial Aid]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to verify my income as part of the financial aid application process for [College/University Name]. Below, I have outlined my income details for the year [Year].

## Income Details

- Employer: [Employer Name]
- Position: [Your Job Title]
- Annual Income: \$[Annual Income Amount]
- Additional Income Sources: [List any additional income sources]

Attached to this letter, you will find copies of my [tax returns, W-2 forms, pay stubs, etc.] to substantiate my income. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]