

Income Verification Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

To Whom It May Concern,

This letter serves to verify the income of [Employee's Name]. [He/She/They] has been employed with [Company Name] since [Employment Start Date] and currently holds the position of [Job Title].

As of [Current Date], [Employee's Name] earns a salary of [Annual Salary] per year. [He/She/They] are paid on a [weekly/bi-weekly/monthly] basis, and [his/her/their] income is consistent with company standards for [his/her/their] role.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Your Company/Organization Name]