

# Declaration of Additional Income

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally declare the additional income I have received during the auditing period of [Specify Time Frame]. The details of this additional income are as follows:

- Source of Income: [Specify Source]
- Amount Received: [Specify Amount]
- Date Received: [Specify Date]
- Additional Comments: [Any Relevant Information]

I understand the importance of transparency in the auditing process and appreciate your attention to this matter. Please let me know if you require any further information or documentation regarding this declaration.

Thank you for your understanding.

Sincerely,

[Your Signature]  
[Your Name]