

# Letter Template: Reporting Unexpected Income

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

## Subject: Reporting Unexpected Income

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally report an unexpected source of income that I have recently received which may affect my current financial assessments.

The details of the unexpected income are as follows:

- **Source of Income:** [Name of Source]
- **Amount Received:** \$[Amount]
- **Date Received:** [Date]
- **Brief Description:** [Brief description of the income source]

I understand the importance of transparency in financial matters, and I wanted to ensure that this unexpected income is reported in accordance with relevant guidelines.

If you require any further information or documentation regarding this income, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]