

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify that [Employee's Name] is employed at [Company Name] as a [Job Title] since [Employment Start Date].

[Employee's Name] earns an annual salary of [Salary Amount] and is paid on a [Weekly/Bi-weekly/Monthly] basis. This income is consistent and is expected to continue at the current rates.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]