

Income Verification Letter

Date: [Insert Date]

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

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to verify the income of [Borrower's Name], who has applied for a personal loan with your institution. I, [Your Name], am the [Your Position] at [Your Company/Organization].

Currently, [Borrower's Name] is employed at [Company Name] as a [Job Title]. They have been with the company since [Start Date]. Their current monthly income is [Insert Monthly Income] which totals to an annual income of [Insert Annual Income].

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

Thank you for your attention to this matter.

Sincerely,

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