

COMPANY LOGO

Company address

Company email

Employer/supervisor name and contact information

<Your name>

<Your address>

<Your contact information>

<Date>

<Name of company that requires verification>

<Company contact>

<Company address>

RE: <Subject of letter, e.g., "Verification of Income">

Dear <company contact>:

< In body of letter, present following information:

- 1 Your purpose for writing letter
- 2 Your job title
- 3 How long you have been at the job
- 4 Current, past, and future income levels
- 5 How long you plan to stay at current income level

Also add:

- 1 Request to look at supporting documentation, such as bank stubs, Social Security Statement or income tax statements
- 2 Thank contact for their time and for reading letter >

Sincerely,

<Handwrite signature here>

<Your name typed>

Enclosures (Total number of enclosures): <Specify here what documentation you are including with this letter>