**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>