

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