

PROOF OF INCOME LETTER

To Whom It May Concern,

This letter is to verify the income details of _____ [Full Name of Employee or Individual], who is currently employed/self-employed and receives regular income.

Personal Information

Full Name: _____ [Full Legal Name]
Address: _____ [Street Address, City, State, ZIP Code]
Phone Number: _____ [Phone Number]
Email Address: _____ [Email Address]

Employment Details (if applicable)

Employer Name: _____ [Employer's Business Name]
Employer Address: _____ [Employer's Address]
Position/Title: _____ [Job Title or Position]
Employment Start Date: _____ [MM/DD/YYYY]
Employment Status: ☐ Full-Time ☐ Part-Time ☐ Contract ☐ Self-Employed
Average Hours Worked Per Week: _____ [Number of Hours]

Income Information

Type of Income: ☐ Salary ☐ Hourly Wage ☐ Commission ☐ Self-Employed Earnings ☐ Other: _____ [Specify]
Gross Income: \$ _____ [Amount] per ☐ Week ☐ Bi-Weekly ☐ Month ☐ Year
Net Income (after taxes): \$ _____ [Amount] per ☐ Week ☐ Bi-Weekly ☐ Month ☐ Year

Payment Method: ☐ Direct Deposit ☐ Check ☐ Cash ☐ Other: _____ [Specify]

Additional Notes (if applicable):
_____ [Any additional comments about income stability, bonuses, fluctuations, etc.]

Verification Contact Information

The above information is accurate to the best of my knowledge and can be verified through the contact information provided below.

Name of Person Preparing the Letter: _____ [Your Full Name]
Relationship to Income Earner: _____ [e.g., Employer, Accountant, Self]
Phone Number: _____ [Phone Number]

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Email Address: _____ [Email Address]

Date: _____ [MM/DD/YYYY]

Signature:

[Signature of Person Preparing the Letter]

This letter is issued upon the request of the above-mentioned individual for the purpose of verifying income for _____ [e.g., rental application, loan application, etc.].

This document does not constitute legal advice. It is intended for general informational purposes only. For advice regarding specific legal matters or documents, please consult a qualified attorney licensed in your jurisdiction.