

SAMPLE INCOME LETTER (EMPLOYEE)

(Please feel free to add any necessary information)

Date

To Whom It May Concern:

This letter is to inform you that _____ with I.D. number _____ has been
Borrower

employed with _____ since _____. His/her current position is _____.
Company Name Hire Date

His/her income Two years prior was _____

His/her income One-year prior was _____

His/her current monthly income is _____

His/her current year-to-date income is _____

_____ 's probability of continued employment is very good.

Borrower

He/she is a valued employee.

Sincerely,

Employer Name

Title

**THIS LETTER MUST BE ON THE COMPANY LETTERHEAD AND MUST REFLECT
THE EMPLOYER'S TELEPHONE NUMBER ADDRESS AND WEBSITE.**

**WE PREFER THAT LETTER IS WRITTEN IN YOUR NATIVE LANGUAGE AND
REFLECTS INCOME IN NATIONAL CURRENCY!!!**

**ANY DOCUMENTATION IN NATIVE LANGUAGE SHOULD BE TRANSLATED BY
CERTIFIED TRANSLATOR. COPY OF THE TRANSLATOR LICENSE IS ALSO
REQUIRED.**