

Income Verification Letter Template for Mortgage Application

[Date]

[Mortgage Lender's Name]

[Mortgage Lender's Address]

[City, State ZIP Code]

Re: Income Verification for [Employee's Full Name]

To Whom It May Concern:

This letter is to verify the employment and income details of [Employee's Full Name], who is currently employed with [Company Name] as a [Employee's Position]. [He/She/They] has been working with us since [Employment Start Date] and is currently employed on a [full-time/part-time] basis.

[Employee's Full Name] currently earns a salary of \$[Annual Salary Amount] per year, paid [monthly/bi-weekly/weekly]. Additional compensation or bonuses, if any, are not guaranteed and are subject to performance or company policy.

If you require any further information, please feel free to contact us at [Contact Phone Number] or [Contact Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Phone Number]

[Email Address]