

**SAMPLE INCOME LETTER (EMPLOYEE)**  
**(Please feel free to add any necessary information)**

Date:

To \_\_\_\_\_.

This letter is to inform you that \_\_\_\_\_ with I.D. number \_\_\_\_\_ has been  
employed with \_\_\_\_\_ since \_\_\_\_\_. His/her current position is \_\_\_\_\_.  
Borrower Name  
Company Name Hire Date (must be 2 years)

There income is \_\_\_\_\_ (hourly, weekly, biweekly, monthly, yearly).

If hourly, how many hours weekly \_\_\_\_\_.

His/her income in 2015 was \$ \_\_\_\_\_.

His/her income in 2016 was \$ \_\_\_\_\_.

His/her current year to date income \$ \_\_\_\_\_.

\_\_\_\_\_ 's probability of continued employment is \_\_\_\_\_.  
Borrower

\*Note: as of Jan.1, 2018, reflected years should be 2018, 2017 and 2016

For any further clarification, please contact me at \_\_\_\_\_ and \_\_\_\_\_.  
Direct Phone Email

Sincerely,

Sender Signature (\*required)

Sender's Name and Title

**Requirements:**

**THIS LETTER MUST BE AN ORIGINAL 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!**

**If you have any questions contact your account executive.**