

**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  
Borrower Nameemployed with \_\_\_\_\_ since \_\_\_\_\_. His/her current position is \_\_\_\_\_.  
Company Name Hire Date (must be 2 years)

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

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

His/her current in 2017 is \$ \_\_\_\_\_

\_\_\_\_\_'s probability of continued employment is very good.  
BorrowerFor any further clarification, please contact me at \_\_\_\_\_ and \_\_\_\_\_.  
Direct Phone Email

Sincerely,

Sender Signature (\*required)

**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!**