

[Current Date]

[Landlord or Property Manager Name]

[Apartment Complex Name]

[Property Address]

[City, State, Zip Code]

Subject: Income Verification for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment and income of [Employee Name]. [Employee Name] has been employed with [Company Name] since [Start Date] in the position of [Job Title].

Currently, [Employee Name] is a [Full-time/Part-time] employee. Their current gross annual salary is \$[Amount], plus a potential annual bonus of \$[Amount].

If you require any additional information or have further questions regarding their employment status, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]