

[Company Letterhead or Employer Name]  
[Employer Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

To Whom It May Concern:

This letter is to verify the employment and income of [Employee Name] for the purpose of a student loan economic hardship deferment application.

[Employee Name] is currently employed with [Company Name] in the position of [Job Title]. Their employment began on [Start Date].

**Employment Details:**

- **Employment Status:** [Full-time / Part-time]
- **Hours per Week:** [Number of hours]
- **Gross Monthly Income:** \$[Amount]
- **Annual Salary:** \$[Amount]

This information is provided at the request of the employee. Should you require any further documentation or have additional questions, please contact our payroll or human resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Name of Authorized Representative]  
[Title]  
[Company Name]