TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:**  **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Proof of Income Letter

Sir/Madam:

**[Insert applicant name]** has applied for employment with **[insert company name]**, and **[he/she]** listed your company as part of their employment history. We respectfully request your assistance verifying some of the details that were provided on **[insert applicant name]**’s resume.

What dates did **[insert applicant name]** work for your company?

* What **[is/was]** their job title?
* What **[is/was]** their annual salary?
* Would you rehire **[insert applicant name]**?
* Did **[insert applicant name]** adhere to company policies?
* Is there any other information you can provide about **[insert applicant name]**'s job performance?
* If **[he/she]** is currently employed by your company, has **[he/she]** turned in a resignation letter?

Thank you in advance for a prompt response! Please feel free to contact me if you have any questions.

**[Your Name]**