TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Proof of Income Letter

Dear Mr. Dolan,

This letter is to verify that Seneca Williams has been employed at GMC Associates for the past three years in our Accounting Department. She began work on April 1, 20XX.

If you require any additional information, please feel free to contact me at 555-111-1212.

Sincerely,

**[Signature]**

Shawna Easton

Director of Accounting

GMC Associates