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. Murphy:

This letter is confirmation that Suzanne Lu is employed at DEF Company as an accounts payable specialist.

She was hired on May 15, 20XX and currently earns $XX,XXX per annual.

Please contact me at 800-555-5555 if I can assist you further.

Sincerely,

Jane Doe

HR Manager