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 Ms. Harolds,

This letter is to verify that Johnny Williamson has been employed at Best in Engineering since May 9, 2015. He currently works in our finance department as a financial advisor.

If you need additional information regarding Mr. Williamson, please contact me at 555.523.1234 or bjones@email.com.

Sincerely,

Bethany Jones