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. Sanchez,

This letter is to verify that Robert Smith was employed at Martin & Martin, Incorporated from January 3, 20XX to March 1, 20XX.

If you require any additional information regarding Robert Smith, please feel free to contact me at 555-765-4321.

Sincerely,

Janice Montgomery