SAMPLE PROOF OF SALARY/INCOME - FINANCIAL STATEMENT LETTER

(Date)

(Company's representative)
(Company's Name)
(Company's Address)
(Company's phone number)

RE: Proof of Income Letter

Dear (Ms./Mr. Brown:)

I am writing this letter to inform you about my current economic situation and provide evidence of my ability to keep up with my financial obligations.

I have been working full-time for the past (3 months/years). Enclosed, please find documents that will confirm my present (yearly, monthly) salary.

I have also enclosed details of my income and expenses in order to demonstrate that I am perfectly able to qualify for a new (purchase, loan, mortgage, rent) in the amount of ($).

At present, I request that you carefully review all the documents which accompanies this letter, as you make the decision whether or not to grant my request for a (loan, mortgage).

Please call me if you have any questions. I can be reached at (Your Daytime Phone #).

Thank you taking the time to consider this request.

I, (Applicant's Name), state that the information provided above is true and correct to the best of my knowledge.

Sincerely,

(Applicant's Name)
(Address)
(Phone number)