December 7, 20XX

Jim Hannah ABC Supply

100 Industrial Drive

Plainsman, TN 49920

Jason Dentrick Neighborhood Bank 100 Financial Boulevard

Nashville, TN 49924

Re: Proof of Income for John Doherty Dear Mr. Dentrick,

The purpose of this letter is to provide income verification for John Doherty with regard to his recent application for a home mortgage through Neighborhood Bank. As Human Resources Director for ABC Supply, I can confirm that Mr. Doherty’s current salary is $38,500 annually. He receives an annual cost of living adjustment of 4% and a yearly bonus that has averaged around $2,375 each of the seven years he has been employed with ABC. Mr. Doherty is an employee in good standing, and I foresee no reason his income would not follow this same projected path in the future.

Enclosed is a copy of Mr. Doherty’s 2011 W-2 form that he received from ABC Supply. This documentation will confirm the information provided above. If I can be of further assistance, please contact me at (800) 555-0198 or by email at [jhannah@abcsupply.com.](mailto:jhannah@abcsupply.com)

Sincerely, Jim Hannah

Human Resources Representative

Enclosure: John Doherty 2011 W-2 Form