

To,
Henry Cooper
XYZ-456-Address

Dated: 12th of April 20XX
Subject: Confirming self-employment

Respected Mr. Cooper

This is to inform you that I, Jimmy Hendrix residing at 48 Oscar Wild Road have my own business and thus is self-employed. I have been self-employed since 1st of April 20XX and my business deals with providing information technology services to various corporate organizations.

The name of my organization is Sun Shine Technological Solutions and has an office address located at 10 Down Road, South Carolina, Los Angeles 7834. The annual profit that I draw from my business is around \$50000 per annum. There are total 4 staff members in the organization other than me – i.e., 3 marketing executives and the office boy.

Please feel free to contact me if you need further information or have any query.

Yours sincerely,
GHIJKLMNPO