**PROOF OF INCOME 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)**