**Verification of Income Template**

[COMPANY LOGO]  
Company address

To:  
Chase Bank  
1500 North Ponderosa Drive  
Chicago, IL 6005

Re: Letter for verification of income

To Whom It May Concern:

This letter is to confirm that Jennifer Clark has been employed with Company XXX since January 1st 2019. The employee’s current position is “Executive Assistant”. Jennifer Clark’s current salary is $45,000 annually. Jennifer Clark’s gross salary for the most recent pay period is $2,248.

We also would like to confirm that Jennifer Clark is a very valuable member of our company and is in very good standing, with no warning or issues in record. Our company is looking forward to continue to work with Jennifer Clark in the future.

Please feel free to contact us with any further questions,

Regards,

Name  
Position  
Company name  
Phone  
Email