

# **SAMPLE INCOME LETTER PREPARED BY THE EMPLOYER**

Date: \_\_\_\_\_

To whom it may concern

Dear Sirs

Please be advised that \_\_\_\_\_ has been working for us since  
\_\_\_\_\_. His/her position is \_\_\_\_\_.

His / Her year to date income is \_\_\_\_\_ USD

His / Her monthly salary paid by our institution is \_\_\_\_\_ USD.

His / Her annual gross taxable income for the last two years was:

In 2004, gross taxable income was \_\_\_\_\_ USD

In 2003, gross taxable income was \_\_\_\_\_ USD.

If we can be of any further assistance, please feel free to call.

*Sincerely,*

\_\_\_\_\_  
*Signature, Stamp, Position*

**THIS LETTER MUST BE TYPED ON THE  
EMPLOYER'S LETTERHEAD, INDICATING  
FULL ADDRESS IN ENGLISH, TELEPHONE  
NUMBERS, STAMP, FULL NAME AND  
POSITION OF THE PERSON SIGNING THE  
LETTER, AND HIS/HER SIGNATURE**