

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**